

T4A Guidelines

- **Service Providers that do not have a CRA Business Number ("T4A Vendors")** must provide a Social Insurance Number (SIN) to the Board Office. These Service Providers will be issued a T4A at year end for total payments of \$500 or more in a calendar year. The Finance Department will issue the required T4As.
- **If you make a T4A payment with District or School Funds, please check the T4A Vendor List in the Clerical Manual.**
 - If your vendor is on the list, the Finance Department has all required information on file.
 - **If your vendor is NOT on the list, please notify the Finance Department to collect the required information prior to issuing a payment to this vendor.**
- Examples of T4A service payments: honorarium payment, payment to an individual for presentations, lessons, tutoring or activities.
- If service provider payments are made with School Trust Funds, please send a copy of the invoice and payment details to the Finance Department.
- District Contact for T4As: Penny.Bush@sd8.bc.ca