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NON-RESIDENT CONTRACTOR PAYMENT

Instructions:

1. This document outlines:
 - a. Details of a Non-Resident Contractor (Individual or Business organization)
 - b. Banking information for processing payment
 - c. Details of services or products purchased by Walk With Web Inc.
 - d. Declaration of the Contractor
2. For businesses this form must be accompanied with an invoice attachment, for individual contractors an invoice may be required.
3. For first time processing, please include signed NDA from the Contractor.

A: Contractor Details:

	Contact Person (Full Name):	Contact Person (Details)
		Email:
Business Legal Name (if applicable):	Date of Birth (if individual): _____	Phone:
	YYYY – MM - DD	

Permanent Address:		Mailing Address (if different from Permanent Address):	
City:	Province/State:	City:	Province/State:
Country:	Postal Code:	Country:	Postal Code:

Business Number (if applicable):	Contractor Identification Number:	First time processing?
		<input type="checkbox"/> YES – Signed NDA Attached <input type="checkbox"/> NO <input type="checkbox"/> N/A



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B: Contractor's Banking Details:

Bank Name:	Account Number:	Payable Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Others
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Bank Address:		Bank Routing Numbers (IBAN/SWIFT/BIC CODES ETC.)	
		IBAN:	
		SWIFT / BIC:	
City:	Province/State:	ACH Routing (US):	
Country:	Postal Code:	Other(s) Type:	Other(s) Number:
Correspondent Bank Name & Details (If applicable):			

C: Service(s)/Product(s) purchased – Details:

Description:	
Currency: <input type="checkbox"/> CAD <input type="checkbox"/> USD <input type="checkbox"/> Others:	Total Amount to be Paid: <input type="text"/>



D: Contractor Declaration (check all applicable below):

Work Performed Outside of Canada: Yes No

Note: If Yes, no Tax Waiver is required

Tax Waiver:

Attached Previously Submitted

Note: Income tax will be deducted as per Revenue Canada Taxation Act, if a tax waiver is not received at least 4 weeks prior to the payment due date.

The contractor confirms that upon receipt of payment, Walk With Web Inc. owns all rights (including any or all copyrights, Intellectual Property rights and/or Moral rights) on the deliverables produced by the service(s)/product(s) purchased.

The contractor confirms that as per Canada Revenue Agency guidelines (<https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4110/employee-self-employed.html>) they hold a status of a “contractor/self-employed worker/business” and therefore, Walk With Web Inc. is not entitled to provide any employee benefits or deduct taxes on payments for or on behalf of the contractor.

The contractor confirms that as an independent service provider or seller of the product(s), it’s their responsibility to pay any or all tax liabilities (including local income and service taxes) on the payment(s) they receive from Walk With Web Inc. and will cover any fines or liabilities caused due to their failure to comply with local or Canadian government regulations.

The contractor hereby grants permission to Walk With Web Inc. to transfer the payment into their bank account. The contractor also confirms that all information provided in this document is true/correct and the contractor will hold full responsibility for any issues or penalties caused due to incorrect information provided to Walk With Web Inc.

[PRINT NAME]

Signature

Date

Note: For any clarifications or further details, the contractor may contact via email hr@walkwithweb.org, prior to signing this form.

FOR HUMAN RESOURCES USE ONLY

Submitted by (Full Name):		Signature:		Approved by (Full Name):	
Designation, Department/Affiliation:		Date:		Signature Walk With Web Inc.	
				Date	
Received date:				Processed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Processing date:				Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No	