

First Nations Sales Tax Exemption Procedures for Sales Force Claiming Sales Tax Refund(s)

In order to comply with audit and tax requirements the below procedure should be followed by Sales Force Members when selling to First Nation Canadians:

- Sales Force Members must verify eligibility for First Nation sales tax exemption. Eligibility is determined by the person presenting a valid sales tax exemption card at the time of their purchase.
- PST/HST/QST is exempt for all First Nation purchases. GST or GST portion of tax is exempt only if the order is being delivered to a qualifying reserve address. (*Tupperware® products, non-Tupperware® products, shipping and handling*)
- Sales Force Members collect from the First Nations Customer the total amount due on the order which would not include the taxes they are exempt from (*PST/HST/QST and, if appropriate, GST*)
- Sales Force Members enter the order into the My Sales Web Application system. My Sales will calculate the appropriate taxes on all charges.
- Sales Force Members will remit total amount due including appropriate taxes calculated by the My Sales system. As the customer paid an amount due not including appropriate taxes, the Sales Force Member will be required to claim a refund from Tupperware Canada.
- Sales Force Members will complete the Tax Exemption My Sales Refund Claim **and** Proof of Delivery form and with a copy of the submitted party summary send your Refund Claim to Tupperware Canada via one of the following methods
 - Fax to 905-560-8689
 - Email to taxrefund@tupperware.com
 - Mail to Tupperware Tax Refunds
 - 62-1115 Paramount Drive, Stoney Creek, ON L8J 1P6
- Tupperware Canada will issue the Sales Force Member a refund for appropriate taxes paid on the tax exempt order. All refunds will be issued in a timely manner of 7–10 business days.

Proof Of Delivery Form

Proof of Delivery forms will now be required to be submitted with all Tax Refund claims. Sales Force Members will complete a **Proof of Delivery** form and have the Host sign the form at the time of the party verifying that the Tupperware products sold will be delivered by the sales force member to a qualifying reserve address.