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Tax Information and Instructions

Uline is required to collect GST/HST on all orders and provincial tax in British Columbia, Manitoba and Saskatchewan.

If your business qualifies for a tax exemption, the CRA and/or provincial taxing authorities require Uline to have properly completed tax exempt documentation on file.

Step 1: Select the Exempt Tax Type

- Select the tax type(s) that you are requesting an exemption.

Step 2: Download your Documentation

- Acceptable documentation and related information for the tax type(s) selected is provided.
- Select the documentation to download.
 - Some exemptions require documentation that cannot be provided here. Additional information has been provided.
- You may complete the certificate electronically or print the form to complete by hand.
- All documentation requiring a signature must be physically signed. Digital signatures or signature fonts are not acceptable.

Step 3: Submit your Documentation

Upload

- Completed documentation must be in an electronic format (.pdf, .tif, .jpg, .bmp).
- Navigate to the [Uline.ca Tax Information page](#).
- Select "Choose File" in Step 3.
- Select "Files to Upload".
- Enter a message for the Tax Department (optional).
- Select "Send Certificate".

Email

- Email your signed documentation to taxdepartment@uline.com.

Fax

- Fax your signed documentation to 262-612-4276.

Once we have received the completed exemption documentation, we will update your account within 1 business day.

If the documentation is processed before your order invoices, the tax will be adjusted based on the certificate. For a credit of tax on an already invoiced order, please contact the Tax Department.

If the exemption documentation received is incomplete, a Uline Tax Department Representative will contact you with the details needed to complete the documentation.

Questions?

Please don't hesitate to contact a Uline Tax Representative at taxdepartment@uline.com or 888-362-1909. We are available Monday – Friday, 6:30am – 8:15pm CST and will respond promptly to your request.

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