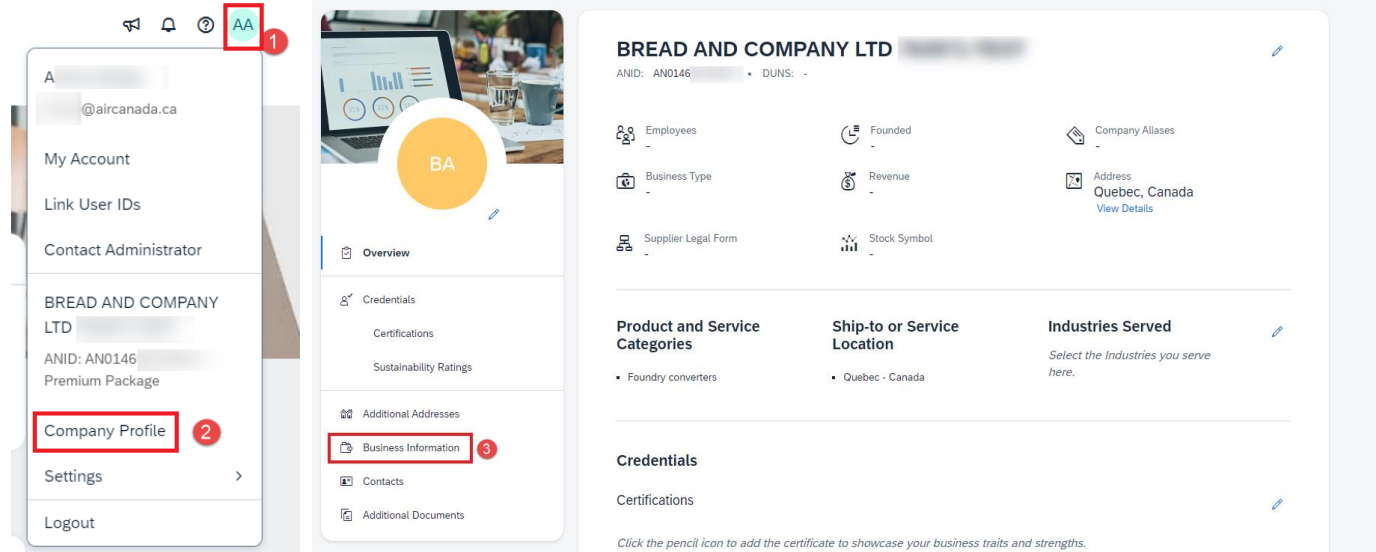


# HOW TO UPDATE THE COMPANY'S TAX ID NUMBERS



1. Click on your **initials** in the upper-right corner.
2. Select **Company Profile**.
3. Find the **Business Information** link located on the left-hand side of the screen.
4. Go to the tab labeled **Business**.
5. Go to the **Tax Information** section.
6. Enter GST/HST Tax ID # (9-digit # only) under the **the Tax ID** field.
7. Enter QST Tax ID # (10-digit # only) under the **VAT ID** field.
8. There can be no space/alpha/numbers after the tax registration number. All other fields **MUST** be blank.
9. Click **Save** and **Close**.
10. If you have any questions do not hesitate to contact the Air Canada Supplier Enablement Team by completing this [form](#).



The screenshot shows the 'Additional Information' form for Bread and Company Ltd. The 'Business' tab is highlighted with a red circle and a '4' in a red circle. The 'Tax Information' section is highlighted with a red circle and a '5' in a red circle. The 'Tax Information' section includes fields for Tax Classification, Taxation Type, Tax ID, State Tax ID, Regional Tax ID, VAT ID, VAT Registered, VAT Registration Document, Tax Clearance Number, Tax Clearance Document, Tax Clearance Expiry Date, and Supplier GST/HST Registration Number. The 'Tax ID' field is highlighted with a red circle and a '6' in a red circle, and the 'VAT ID' field is highlighted with a red circle and a '7' in a red circle.