



Finance, Energy and
Municipal Affairs
Taxation and
Property Records

Vendor Request to Update Permit Numbers

Freedom of Information and Protection of Privacy

Personal information on this form is collected under the authority of Section 31(c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purposes of tax administration and enforcement. Questions on the collection and use of this information can be directed to the Manager, Corporate and Tax Administration Services, PO Box 2000, Charlottetown, PE C1A 7N8 (902) 368-5137.

Mail to:

Finance, Energy and Municipal Affairs
Taxation and Property Records
PO Box 1150 Charlottetown, PE C1A 7M8

Deliver to:

95 Rochford Street
Shaw Building, 1st Floor South
Charlottetown, PE, C1A 3T6

Tel: (902) 569-7541 Fax: (902) 368-6164

Web site www.taxandland.pe.ca

Email: taxandland@gov.pe.ca

This form is to be completed when vendors are requesting updated permit information.

Please have the client sign below before the requested information is released.

Section A - Request for Information

Name:

Business Name:

Address

City/Town/Village:

Province:

Postal Code:

Telephone:

Fax:

Email:

Section B - Client Record Information

To receive the new permit numbers, you must provide us with the permit numbers in your client records. Taxation and Property Records will match the old permit number to the new permit number for each record you provide.

- How many permit numbers need updating?: _____
- Do you have your permit numbers in an electronic format? Yes No Don't Know

If yes, in what electronic format can you provide your permit numbers:

- ASCII Delimited Quattro Pro Other: _____
 Microsoft Excel Microsoft Access

If no, can you provide a paper copy of your permit number in numeric order? Yes No

- How will you be providing your information? Email CD/DVD Paper

While care has been taken to ensure the best possible quality, I understand that the data may not be free of errors or omissions, and Taxation and Property Records are not responsible for any losses, claims, damages, actions, cause of action, costs or expenses that result from loading the data, including transmission of computer viruses.

Signature of Representative

Title

Date

Section C - For Office use only

Received by:

Request Status: Approved Denied

Date Received:

Type of Format Received:

Comments:

Date Completed: