

# Small Business Centre

Prince Edward County

Hastings County

Lennox & Addington County

Quinte

## THE SMALL BUSINESS CENTRE

*Invite you to our....*

### TRANSITION TO HST INFORMATION SEMINAR & SMALL BUSINESS INFORMATION SEMINAR

Managing a business can be time-consuming and an administrative burden. The Ontario Ministry of Finance and Canada Customs and Revenue Agency can make it easier for you. That's why we've teamed up to present two free, joint seminars about Harmonized Sales Tax (HST) and a seminar to help you understand starting your business, business books and records, income tax, your rights and obligations, audit, and electronic services.

#### *Seminar Leaders Will:*

HST SEMINAR	SMALL BUSINESS INFORMATION SEMINAR
Show you how the taxes work	Understand starting your business
Help you understand the similarities and differences between PST & GST/HST	Explain business books and records
Clarify your responsibilities for collecting and remitting the two taxes	Give you an understanding of what is required to do income tax and audit
Explain tax credits and overpayments	Explain your rights and obligations
Answer your questions	Talk about electronic services
	Answer your questions

**Seminar:** Transition to HST

**Date:** March 18, 2010

**Time:** 1:00 p.m. to 3:00 p.m.

**Seminar:** Small Business Information Seminar

**Date:** March 25, 2010

**Time:** 1:00 p.m. to 4:00 p.m.

**Seminar Location:** Madoc Chamber of Commerce, 20 Davidson Street, Madoc, ON, K0K 2K0.

#### *To register for one or both seminars:*

- Fax completed registration form to 961-7998
- Mail completed registration form to: Small Business Centre, Quinte Business Development Centre, P.O. Box 610, Belleville, Ontario K8N 5B3
- Or call 613-961-0590 to register
- Or email to info@smallbusinessctr.com

Select seminar: **March 18, 2010** ☐

**March 25, 2010** ☐

Number of People Attending: \_\_\_\_\_ Company \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_