

Instructions for completing page 1

Identification	Enter the legal name and mailing address of the claimant. For individuals, enter the first and last names. For corporations and partnerships, enter the legal name.
1. Account number	Enter the account number that was assigned to you for refund purposes. If this refund relates directly to your air travellers security charge account, enter that account number. If this is your first refund claim and it does not relate to a registered air travellers security charge account, enter your 9-digit account number. If you do not have an account number, leave this section blank. A number will be assigned to you when your refund is processed.
2. Period covered	The "From" box should be the date of purchase of the first ticket this claim relates to. The "To" box should be the date of purchase of the last ticket this claim relates to. If this claim relates to only one ticket, or a group of tickets purchased on the same date, enter the same date in both the "From" and "To" boxes.
3. Language of communication	Tick the appropriate box to indicate your language preference for communicating with us.
4. Reason for refund	<p>Select the reason for refund:</p> <p>(a) Air transportation service not used – in whole or in part.</p> <p>(b) Charge paid in error – provide details.</p> <p>(c) Other – could include more than one charge being paid for a continuous journey. A continuous journey is defined as a journey in which there are no stopovers between any legs of the journey. A stopover is defined as the disembarkation of an individual from an aircraft other than:</p> <ul style="list-style-type: none"> • a disembarkation that is solely for the purpose of transferring to a connecting flight; or • a disembarkation that is in the course of a direct flight if the individual re-boards the aircraft to resume the flight. <p>Note: If this application is being submitted by an individual who is a diplomat, Form E691, Air Travellers Security Charge Exemption Certificate, must be completed and attached to this application. Form E691 can be found at canada.ca/en/revenue-agency/services/forms-publications/forms/e691-air-travellers-security-charge-exemption-certificate.</p>
5. Currency	Tick the appropriate box to indicate the currency used in sections 6 and 7. If you tick "Other", specify the currency (e.g., British pound, euro, Australian dollar, U.S. dollar).
6. Refund amounts	Enter the amount of refund(s) you are claiming in the appropriate row(s). Only the GST/HST and the PST (Quebec) applicable to the air travellers security charge are refundable on this application.
7. Total amount claimed	Add section 6 amounts and enter the total claimed amount in section 7.
8. Account and refund questions	Please answer all the questions in this section.
Certification	An authorized person must sign this application, certifying that the information provided on it is correct and complete. We will only process the application if this section has been completed. If your application for refund of the air travellers security charge account includes refund requests on behalf of other individuals, you must also complete section 9 on page 3.

9. Other individuals – (This section has to be completed if your application for refund of the air travellers security charge account includes refund requests on behalf of other individuals; if 18 or older, individuals must sign this section)

Name of individual (Surname and first name)	Age Tick (✓) if under 18	Authorization (sign below) I authorize the claimant to claim the air travellers security charge account on my behalf
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Personal information is collected for purposes of the administration or enforcement of the Air Travellers Security Charge Act, and related programs and activities such as administering tax, rebates, elections, audit, compliance, and collection. Personal information may be shared for the purposes of other federal Acts that provide for the imposition and collection of a tax or duty. Personal information may also be shared with other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the Privacy Act, individuals have the right to access their personal information, request correction, or file a complaint to the Privacy Commissioner of Canada regarding the handling of the individual's personal information. Refer to Personal Information Bank CRA PPU 224 at canada.ca/cra-info-source.

Note:

Subsection 33(4) of the Air Travellers Security Charge Act specifies that a refund will not be paid unless you file this application within two (2) years after the amount was paid.

Please allow us up to 60 days to process your application.

If you have obtained a refund or credit for this charge from a designated air carrier or from an insurance company, you are not eligible to apply for further refund from the Canada Revenue Agency.

If your application for refund of this charge from a designated air carrier or insurance company was refused, attach a copy of the letter of refusal.

All supporting documentation must be attached to your refund claim. Failure to include this documentation may result in your application being disallowed. Acceptable documents include:

- a copy of the passenger itinerary (electronic ticket);
- the original portion of the unused ticket subject to refund; or
- a copy of the flight manifest, etc.

To start direct deposit or to change your deposit information, go to [Direct deposit – Canada Revenue Agency](#).

If you want us to deal with an individual or a firm about this application and you have not already done so, complete Form RC59, Business Consent form, which is available at canada.ca/en/revenue-agency/services/forms-publications/forms/rc59-business-consent. Select the RG (air travellers security charge account) program identifier. Attach the completed consent form to this application for refund. Your consent will stay in effect until you cancel it or until it reaches the expiry date you provided. If you are a business owner, instead of submitting a consent form, you can give this consent by going online at canada.ca/my-cra-business-account.

If you have any questions about filing this application for a refund, you can call us toll free from anywhere in Canada or the United States at **1-877-432-5472** (bilingual service) or from other countries at **613-221-3073** (we accept collect calls).

Physical address (**Use this area only if different from the mailing address**) Provide complete address information below.

Street number, apartment, street name, or R.R. number		City	
Province or Territory	Country	Postal code	