



**Part E – Third party address**

Complete this part **only** if a third party is filing this rebate application on behalf of the claimant, the application is for a rebate under reason code 2, and the claimant is departing Canada and previously signed and sent us Form GST507, Third Party Authorization and Cancellation of Authorization for GST/HST Rebates, or is attaching completed Form GST507 to this rebate application. This allows the third party to receive the rebate cheque (**made payable to the claimant**). For more information, see "General information" on page 3.

**Note**

**The completion of Part E does not constitute authorization for a third party.** The third party information indicated in this part must match the information indicated by the claimant on Form GST507.

Form GST507, Third Party Authorization and Cancellation of Authorization for GST/HST Rebates

is attached to this rebate application.

was previously provided.

c/o Name of third party

Mailing address (number, street, and apartment, PO Box, or R.R. No.)

City

Province/Territory/State

Country

Postal or ZIP code

Telephone number

Extension

**Part F – Details of rebate application** (use Form GST288, Supplement to Forms GST189 and GST498, when there is not enough space below to list all details)

**Actual GST/HST paid**

Date (YYYY-MM-DD)	Invoice no. or Import entry no.	Supplier's name	Brief description of purchases If eligible for vehicle purchases, indicate full Vehicle Identification Number (VIN)	GST/HST
1				
2				+
3				+
4				+
5				+
6				+
7				+
8				+
9				+
10				+
11				+
12				+
13				+
14				+
15				+
16				+
17				+
<b>Total</b> (forward this amount to Part C)				=

Personal information is collected under the Excise Tax Act to administer tax, rebates, and elections. It may also be used for any purpose related to the enforcement of the Act such as audit, compliance and collection activities. It may be shared or verified 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 corrections; 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 241 on Info Source at [canada.ca/cra-info-source](http://canada.ca/cra-info-source).

# General information

## Part A – Identification

Enter your name, business number (if applicable), identity card number (if applicable), address, and telephone number. Indicate whether this rebate application replaces a rebate application you filed previously by putting a check mark in the appropriate box beside the question "Does this amend a previous application?". Also be sure to enter the dates covered by your rebate application in the space beside "Period covered by claim."

## Part B – Reason for rebate

Tick the appropriate box to indicate the reason for this application. You may tick only **one** box.

### Reason code 2 – Foreign representative or official

Foreign representative or official includes:

- a diplomatic agent or his/her spouse;
- a consular officer or his/her spouse;
- a member of the administrative or technical staff of a diplomatic mission or his/her spouse;
- a consular employee or his/her spouse; or
- a designated official of an international organization or his/her spouse.

### Note

Rebate eligibility is determined by Foreign Affairs, Trade and Development Canada, which regularly provides the Canada Revenue Agency with an updated list of eligible foreign representatives or officials and their spouses.

If you are a foreign representative or spouse, you can claim on behalf of members of your household (as defined by Foreign Affairs), but you can file only one application per month. Spouses who are issued separate identity card numbers have to file separate rebate applications.

### What can you claim?

You can use this rebate application to claim a rebate of the amounts you paid as GST/HST on goods and services that you bought in Canada. You cannot claim a rebate for real property bought for personal use and enjoyment (for example, personal residences).

### Reason code 3 – Diplomatic mission, consular post, international organization, or visiting forces unit

The following entities, if approved by Foreign Affairs, Trade and Development Canada or National Defence, may qualify for a rebate of the GST/HST paid on eligible goods and services:

- diplomatic missions;
- consular posts;
- international organizations; and
- visiting forces units.

### What can you claim?

You can use this rebate application to claim a rebate of the amounts you paid as GST/HST on goods and services that you bought in Canada.

## Part C – Rebate claimed

You have to complete Part F before completing this part. See the instructions under Part F before proceeding.

Enter the total actual amount of GST/HST paid on your purchases in Part C.

## Part D – Certification

You or an authorized representative must sign the application. We cannot accept unsigned applications, and we will return them.

## Part E – Third party address

Complete this part only if a third party is filing this rebate application on behalf of the claimant, the application is for a rebate under reason code 2, and the claimant is departing Canada and previously signed and sent us Form GST507, Third Party Authorization and Cancellation of Authorization for GST/HST Rebates, or is attaching Form GST507 to this rebate application, allowing the third party to either:

- file and sign the rebate application on the claimant's behalf and receive the rebate cheque (made payable to the claimant); or
- file the rebate application, signed by the claimant, and receive the rebate cheque (made payable to the claimant).

The third party information indicated in Part E must match the information indicated by the claimant on Form GST507. If the information on Form GST507 has changed, the claimant has to sign another one giving the new information.

## Part F – Details of rebate application

Use this space to list all required details from receipts, invoices, and supporting documents of purchases listed on this rebate application. If you need more space, use Form GST288, Supplement to Forms GST189 and GST498, to list the rest of the details of your purchases.

Add the amounts you listed in Part F and enter the total in Part C.

## Documents to send us

Include copies of receipts with the application for all the purchases you list (do not send original receipts). We will not return any receipts or supporting documentation submitted with your application.

We do **not** accept credit card slips or debit transaction slips as proof of purchase without a copy of the invoice or cash register receipt.

Original documentation and any books, records and invoices that pertain to this rebate, must be retained for six years, as this rebate may be subject to further review at a later date.

## Filing deadlines

You have to file your application within two years after the date the GST/HST was paid.

You can submit only one application per calendar month.

## Claim limitations

You may not claim a rebate of GST/HST if the amount has previously been rebated, credited, refunded, or remitted to you.

## Where to send this form?

If your postal code begins with the letter **K**, send this completed form to:

**Prince Edward Island Tax Centre  
GST/HST Rebates Processing  
275 Pope Road  
Summerside PE C1N 6C6**

If your postal code begins with any other letter, send this completed form to:

**Sudbury Tax Centre  
GST/HST Rebates Processing  
1050 Notre Dame Avenue  
Sudbury ON P3A 5C1**

## What if you need help?

For more information, go to [canada.ca/gst-hst](http://canada.ca/gst-hst), or call 1-800-959-5525.

To get our forms and publications, go to [canada.ca/gst-hst-pub](http://canada.ca/gst-hst-pub).