

Part A – Identification of the claimant (continued)**Business address – Fill out this area only for reason code 3** (if different from mailing address)

Unit No. – Street No. Street name, RR: _____

City: _____

Province, territory or state: _____

Postal code or ZIP code: _____

Country: _____

Telephone number: _____

Extension: _____

Does this amend a previous application?

Yes

No

Language of correspondence:

English

French

Period covered by claim:

	Year	Month	Day	to	Year	Month	Day
From	_	_	_		_	_	_

Part B – Reason for rebateTick the appropriate box to indicate the reason for this application. Tick only **one** box. Reason code 2 – Foreign representative or official (identity card number **must** be provided in Part A) Reason code 3 – Diplomatic mission, consular post, international organization, or visiting forces unit**Part C – Rebate claimed** (Fill out Part F on the back of the form before filling out Part C.)

Actual GST/HST paid (total from Part F and supplements):

\$ _____

Part D – Certification

I certify that:

- the information given on this form and in any attached document is correct and complete
- the amounts claimed have not been previously rebated, refunded, or remitted
- when a claim is made under reason code 3, the goods and services were purchased for official use.

Name (print)	Title								
Signature	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> <tr> <td>Year</td> <td>Month</td> <td>Day</td> <td> </td> </tr> </table>					Year	Month	Day	
Year	Month	Day							
Telephone number: _____	Extension: _____								

Part E – Third-party address

Fill out 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 the third party is attaching filled out 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 pages 5 and 6.

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.

Mailing address

c/o Name of third party: _____

Unit No. – Street No. Street name, PO Box, RR: _____

City: _____

Province, territory or state: _____

Postal code or ZIP code: _____

Country: _____

Telephone number: _____ Extension: _____

Part F – Details of rebate application

Fill out Form GST288, Supplement to Forms GST189 and GST498, when there is not enough space below to list all details.

List details of 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				+
Total (enter this amount in Part C)				=

Personal information is collected for purposes of the administration or enforcement of the Excise Tax Act, Part IX, and related programs and activities including administering tax, rebates, elections, audit, compliance, and collection. The information collected may be used or disclosed for the purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to 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 a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 241 on Info Source at 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 their spouse
- a consular officer or their spouse
- a member of the administrative or technical staff of a diplomatic mission or their spouse
- a consular employee or their spouse
- a designated official of an international organization or their spouse

Note

Rebate eligibility is determined by Global Affairs 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 make a claim for members of your household (as defined by Global Affairs Canada), 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 Global Affairs 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
- 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 fill out 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

Fill out this part only if a third party is filing this rebate application for 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 the third party is attaching Form GST507 to this rebate application, allowing the third party to either:

- file and sign the rebate application for the claimant and receive the rebate cheque (made payable to the claimant)
- 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 or until your tenure expires and you are no longer living in the country.

Filing deadlines

You must 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.

Books and records

You must retain the original documentation and any books, records, and invoices that pertain to this rebate, for six years, as this rebate may be subject to further review at a later date or until your tenure expires and you are no longer living in the country. Receipts and supporting documentation submitted with this rebate application will not be returned to you. This rebate claim is subject to verification.

Where to send this form?

If your postal code begins with the letter **K**, send this 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 or if your address is outside of Canada, send this 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, or call **1-800-959-5525**.

To get our forms and publications, go to canada.ca/gst-hst-pub.