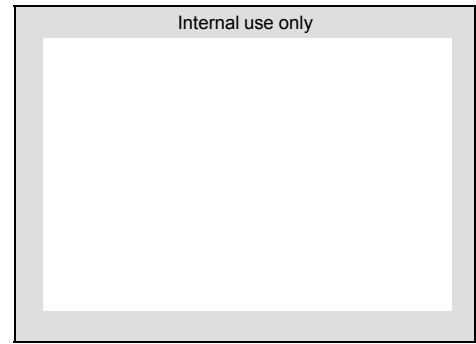


APPLICATION FOR BUSINESS TRAVEL TAX REFUND
(No processing fee)



If you are a non-resident business or its representative, you can use this form to claim a refund of the goods and services tax/harmonized sales tax (GST/HST) you paid on eligible short-term accommodation for the business. The eligible short-term accommodation has to have been acquired for a non-resident individual (an owner, an employee, or a customer) who travelled to Canada on behalf of the business.

The total of your eligible short-term accommodation purchases, before tax, has to be at least **CAN\$200**.

For more information on this refund, see the pamphlet RC4117, *Tax Refund for Business Travel to Canada*.

You **cannot** use this form to claim a refund of GST/HST you paid on short-term accommodation in certain situations (for example, if you are a non-resident individual travelling to Canada for non-business reasons or if your business is registered for GST/HST). For more information, see the back of this form.

We do not refund any provincial sales tax (PST) paid on short-term accommodation.

Complete all parts of this form.

Language of correspondence English French

Part A – Identification (please print)

Business name

Mailing address

City State/Province

Postal/Zip code Country

Business address (if different from mailing address above)

Part B – Arrival and departure dates

Date of arrival in Canada Year Month Day Date of departure from Canada Year Month Day

Part C – Refund details

Total purchases of eligible short-term accommodation (before taxes) on which you paid GST/HST. This amount must be at least **CAN\$200**. \$

Number of nights of paid short-term accommodation

Total GST/HST refund claimed on eligible short-term accommodation. \$

Part D – Certification

I certify that:

- a) The information on this application and in any attachments is true, correct, and complete in every respect.
- b) The amount claimed, or any part of it, has not been previously approved for payment or paid.
- c) This business is not resident in Canada, and the business address provided in Part A is the permanent business address outside Canada.
- d) I am authorized to sign this form on behalf of the non-resident business identified in Part A.
- e) I have attached a complete list of all the individuals (first and last name in alphabetical order by last name) who used the short-term accommodation.
- f) The individuals listed on the attached sheet are non-resident representatives of our business.

It is a serious offence to make a false claim.

Name of authorized business representative (please print) Position or title

Signature Year Month Day Telephone number

Internal use only DC NC

General Information

Business travel in Canada

If you are a non-resident business and you or a non-resident representative of your business (such as an owner, employee, or customer) travelled to Canada on behalf of the business, use this form to claim a refund of goods and services tax/harmonized sales tax (GST/HST) you paid on eligible short-term accommodation for the business. For information on eligibility, see the pamphlet RC4117, *Tax Refund for Business Travel to Canada*.

Filing your application

We must receive your application within one year of the last day any GST/HST on the eligible short-term accommodation became payable. It will take about four to six weeks to process your application.

Attach the following documents to your application:

- photocopies of your receipts (we do not accept credit or debit card slips, and we do not return your documents);
- the complete hotel folio (we do not accept summary sheets); and
- a complete list of all the individuals (first and last name in alphabetical order by last name) who used the short-term accommodation. You have to certify that the individuals (such as owners, employees, or customers) are non-residents of Canada and are representatives of your non-resident business.

How to recover the GST/HST paid in other situations

You may be able to get a refund, rebate or credit for the GST/HST you paid on your purchases in other situations.

If you are a non-resident business registered for GST/HST, see our guide RC4027, *Doing Business in Canada-GST/HST Information for Non-Residents*.

See our booklet RC4160, *Tax Refund for Non-Resident Travel Organizers and Foreign Conventions* if you are a non-resident who:

- provides short-term accommodation or tour packages to non-residents;
- is an incentive travel organizer, tour operator or meeting planner;
- is an organizer or sponsor of a foreign convention; or
- is an exhibitor at a convention.

If you are a non-resident who paid GST/HST on goods you exported from Canada for commercial purposes, see our guide RC4033, *General Application for GST/HST Rebates*.

See our pamphlet RC4031, *Tax Refund for Visitors to Canada* if you are a non-resident individual who:

- is the sole owner of your business (that is, you and the business are the same person) and you bought both eligible goods for personal use and eligible short-term accommodation while travelling on business in Canada;
- paid GST/HST on eligible goods for personal use while travelling in Canada; or
- came to Canada for non-business reasons and paid GST/HST on eligible short-term accommodation.

Mail this refund application to:

**Visitor Rebate Program
Summerside Tax Centre
Canada Revenue Agency
Suite 104, 275 Pope Road
Summerside PE C1N 6C6
CANADA**