

**APPLICATION TO OFFSET TAXES BY REFUNDS OR REBATES**

This application allows members of a group of closely related corporations to apply to reduce or offset an amount of GST/HST remittable or payable by one member of the group by the amount of any GST/HST rebate or refund to which another member is entitled to claim. The closely related group making this application has to designate one of its members as the coordinator. See the back of the form for the definition of **closely related corporations**.

The form has two parts. **GST303A** has to be completed by the coordinator. **GST303B** has to be completed by each other member of the closely related group making this application. Coordinators have to send the form and any other document to their taxation centre.

Members of the closely related group making this application can only offset or reduce the tax owing beginning with the reporting period in which they receive our acknowledgment of this application.

**GST303A – To be completed by the coordinator**

<b>A – Identification of the coordinator</b>		
Legal name	Business Number or GST account number	
Trading name (if different from legal name)		
Mailing address		
City	Province	Postal code
Contact person	Title	Telephone number (     )

<b>B – List of closely related corporations making this application</b>	
Legal name	Business Number or GST account number
Legal name	Business Number or GST account number

If you need more space, please indicate the name and Business Number or GST account number of the other members of the group on a separate sheet of paper. Each of the closely related corporations has to complete GST303B.

<b>C – Eligibility</b>	
<p>1. Are the corporations identified on GST303A and GST303B members of a group of closely related corporations? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Is each member of the group making this application a member of only this group and not of any other group that is reducing or offsetting tax, or awaiting our approval to do so? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Have all members of the closely related group making this application agreed to designate the corporation listed above as the coordinator? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Have all the members of the closely related group making this application adopted an identical reporting period? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Reporting period    <input type="checkbox"/> Monthly    <input type="checkbox"/> Quarterly    <input type="checkbox"/> Annual</p>	
<p>If you answered <b>Yes</b> to each question, the coordinator and the other corporations identified in this application (and in any attached documents) can jointly apply to reduce or offset tax owing by refunds and rebates. For more information, see "Effect of this application" and "Filing instructions" on the back.</p> <p>If you answered <b>No</b> to any of the questions, you cannot use this application.</p>	

<b>D – Certification</b>		
<p>The closely related corporations identified on this form, or in any attached documents, jointly apply to reduce or offset the tax remittable or payable of one member of the group by any GST/HST refund or rebate another member of the group is entitled to claim.</p> <p>I, _____, certify that the information given on this form and in any attached documents is, to the best of my knowledge, true, correct, and complete in every respect, and that I am authorized to sign on behalf of the coordinator.</p>		
Position	Signature	Date of this application Year    Month    Day

## GST303B – To be completed by each other member of the closely related group

A – Identification of the closely related corporation		
Legal name	Business Number or GST account number	
Trading name (if different from legal name)		
Mailing address		
City	Province	Postal code
Contact person	Title	Telephone number (      )
B – Certification		
I, _____, certify that the corporation identified above jointly applies with the other closely related corporations to reduce or offset the tax remittable or payable of one member of the group by any GST/HST refund or rebate that another member of the group is entitled to claim. I certify that the information given on this form and in any attached documents is, to the best of my knowledge, true, correct, and complete in every respect, and that I am authorized to sign on behalf of the above-mentioned corporation. I also designate the corporation below as the coordinator.		
Position	Signature	Date of this application Year      Month      Day
Coordinator's legal name	Business Number or GST account number	

If there are additional closely related corporations making this application, provide the information on a copy of part GST303B. This form is available on the Internet at: [www.ccra-adrc.gc.ca](http://www.ccra-adrc.gc.ca)

### General information

#### Closely related corporation

A particular corporation is closely related to another corporation, if at any time both corporations are GST/HST registrants and residents in Canada, and

- (a) 90% or more of the value and number of the issued and outstanding shares of the capital stock of the other corporation, having full voting rights, under all circumstances, are owned by
- the particular corporation or a qualifying subsidiary of it;
  - a corporation of which the particular corporation is a qualifying subsidiary;
  - a qualifying subsidiary of a corporation of which the particular corporation is a qualifying subsidiary; or
  - any combination of the corporations or subsidiaries referred to in (i) to (iii) above
- (b) the other corporation is a prescribed corporation in relation to the particular corporation.

For the purposes of these rules, a non-resident insurer with a permanent establishment in Canada is considered to be resident in Canada. Corporations resident in Canada that are closely related to the same corporation, or would be related if that corporation was resident in Canada, are closely related to each other.

#### Effect of this application

Beginning with the reporting period in which you receive acknowledgment of this application, any GST/HST refund or rebate to which a member of a closely related group is entitled may be used to reduce or offset the following amounts owing by another member:

- net tax for the GST/HST reporting period;
- tax payable that must be self-assessed on the acquisition of real property;
- interim net tax and net tax as calculated on a final return for a reporting period of a selected listed financial institution. (for more information, see our guide called *GST/HST Information for Selected Listed Financial Institutions*);
- GST/HST payable by self-assessment on imported taxable supplies; and
- the provincial part of HST payable by self-assessment on property and services brought into a participating province.

#### Modification to the members of the group

If a corporation becomes a member of a group after the group has filed a joint application, the coordinator has to file a revised application in order to include the other corporation as a member. **Coordinators must not file the new member's GST/HST return, direction, or application for a refund or a rebate until they receive our acknowledgment of the revised application.**

If a corporation ceases to be a member of the group, the coordinator has to notify the taxation centre in writing.

#### Filing instructions

For each reporting period, the coordinator has to file together all the GST/HST returns, directions, and applications for a refund or rebate of the members. The coordinator also has to provide a statement with the following information:

- the amount of tax each member of the group is required to remit or pay; and
- the amount of the refund or rebate to which each member is entitled.

The coordinator must also include a list indicating:

- the name of each member who is entitled to a rebate or a refund and the contents of the member's direction;
- the name of each member who may reduce or offset (in whole or in part) the tax to be remitted or paid by a refund or rebate pursuant to a direction, and the amount by which the tax remittable or payable is to be reduced or offset; and
- the order in which a refund or rebate must be applied to reduce or offset tax remittable or payable, where a direction is made to reducing or offsetting the tax of more than one member of the group.

For each reporting period, the coordinator has to remit the amount of tax, if any, remittable by each member and, in the case where a member reduces or offsets the tax remittable by a refund or rebate or a portion thereof according to a direction, the amount of tax remittable after the reduction or offset.