



GST/HST REBATE APPLICATION FOR FOREIGN REPRESENTATIVES, DIPLOMATIC MISSIONS, CONSULAR POSTS, INTERNATIONAL ORGANIZATIONS, OR VISITING FORCES UNITS

Use this form if you are a foreign representative or official and you are applying for a rebate of GST/HST you paid on goods and services for personal use, or if you are a diplomatic mission, consular post, international organization, or visiting forces unit and you are applying for a rebate of GST/HST you paid on domestic purchases for official use.

**Mail to: Summerside Tax Centre
275 Pope Road
Summerside PE C1N 6A2**

To complete this application, see the attached "Filing instructions."

Part A – Identification															
Claimant's last name or legal name of organization (include trading name, if applicable)															
Claimant's first name and initials (individuals only)															
Mailing address (Number, street, and apartment no.; P.O. Box no.; or R.R. no.)						City			Province/State						
Country						Postal/Zip code			Telephone no.						
Business address (if different from mailing address) (Number, street, and apartment no., or R.R. no.)															
City						Province/State									
Country						Postal/Zip code			Telephone no.						
Does this amend a previous application?						<input type="checkbox"/> Yes		<input type="checkbox"/> No		Language of correspondence		<input type="checkbox"/> English		<input type="checkbox"/> French	
Period covered by claim				From		Year	Month	Day	To		Year	Month	Day		

Part B – Reason for rebate											
Check the appropriate box to indicate the reason for this application. Check only one box.											
Code		Reason				Code		Reason			
<input type="checkbox"/> 2		Foreign representative or official				<input type="checkbox"/> 3		Diplomatic mission, consular post, international organization, or visiting forces unit			
		Identity card number									

Part C – Amount of your rebate (Complete Part F on the back of this form before completing Part C.)											
Actual GST/HST paid (total from Part F and supplements)										\$	

Part D – Certification											
I certify that:											
1. The information in this application, including any accompanying document(s) and supplement(s), is correct and complete, to the best of my knowledge.											
2. The amounts claimed have not been previously rebated, refunded, or remitted.											
3. I understand that this claim for rebate is subject to verification.											
4. In addition to any documents submitted with this application, invoices are available for inspection.											
5. When a claim is made under reason code 3, the goods and services were purchased for official use.											
Signature of claimant or authorized representative						Name (print)			Year	Month	Day

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**). See "Filing instructions" for more information.

Note that 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 no.; or P.O. Box no.; or R.R. no.)

City	Province/State	Country	Postal/Zip Code	Telephone no.
------	----------------	---------	-----------------	---------------

Part F – Details of rebate application

Actual GST/HST paid

Date	Invoice no. or Import Entry no.	Supplier's name	Brief description of purchases	Actual GST/HST paid
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
34				
35				
36				
Total (forward to Part C, "Amount of your rebate")				

Filing instructions

Part A – Identification

Enter your name, address, and phone 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

Check the appropriate box to indicate the reason for this application. You may check only **one** box.

Reason code 2 – Foreign representative or official

Foreign representative or official includes:

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

Note

Rebate eligibility is determined by the Department of Foreign Affairs and International Trade, 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 (e.g., personal residences).

Send **original** receipts for all the purchases that you list. Photocopies and duplicate or triplicate receipts are not acceptable.

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

The following entities, if approved by the Department of Foreign Affairs and International Trade or the Department of 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.

Send **original** receipts or certified copies of receipts for all the purchases that you list. An authorized official has to sign certified copies of receipts and imprint them with the mission's seal or organization's stamp.

Part C – Amount of your rebate

Note that you have to complete Part F, "Details of rebate application" of the application before completing this part. See the instructions under Part F before proceeding.

Enter the 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 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 indicating 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 Form GST189 and Form 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, "Amount of your rebate" of the application. See Part C, above, for instructions on how to complete that part.

Filing deadlines

Applicants requesting a rebate under reason code 2 or 3 have to file the 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.

How to contact us

Form GST507 and Form GST288 are available on our Web site at www.cra.gc.ca/forms. You can also order these forms by calling **1-800-959-2221**.

If you have any questions or need help completing this form, call our Business Enquiries line at **1-800-959-5525**.