



## REFUND APPLICATION FOR FOREIGN CONVENTIONS

Use this form to claim a refund of the goods and services tax/harmonized sales tax (GST/HST) and Quebec sales tax (TVQ) paid on certain accommodation and related convention supplies if you are:

- a sponsor or in-house meeting planner of a foreign convention;
- an incentive travel house or organizer of a foreign convention and not registered for GST/HST; or
- a non-resident convention exhibitor not registered for GST/HST.

Do not use this form if the event is an incentive trip which does not include business meetings that qualify as a foreign convention. In that case, use Form GST177, *Refund Application for Non-Resident Travel Organizers*, to claim a refund of the tax paid.

For more information, see the booklet called *Tax Refund for Non-Resident Travel Organizers and Foreign Conventions*. We will process this application form free of charge if you mail it to the address listed on the back of this form.

<b>Part A – Identification</b>													
Business/association name													
Mailing address													
City/town/village				Province/state			Postal/zip code						
Country						Telephone number							
<b>Part B – Convention information</b>													
Type	<input type="checkbox"/> Sponsor	<input type="checkbox"/> Exhibitor	Convention, conference, or exhibition period		From	Year	Month	Day	To	Year	Month	Day	
Number of expected Canadian delegates				Total number of delegates									
<b>Part C – Refund calculation</b> (see the back of this form for calculation instructions)													
<b>Tax paid on:</b>													
<b>Accommodation</b>					<b>Related convention supplies</b>								
GST/HST (all Canada)	1	\$	.		4	\$	.		Do not write in shaded areas				
TVQ (Quebec)	2	\$	.		5	\$	.						
Total refund claimed	3	\$	.		6	\$	.		7	\$	.		
(add lines 1 and 2)				(add lines 4 and 5)				(add lines 3 and 6)					
<b>Part D – Certification</b>													
I certify that the information given in this application is, to the best of my knowledge, true, correct, and complete in every respect. The amount on line 7 above, or any part of it, has not been paid or credited to me by a supplier and I am eligible for this refund. I consent to the disposal of the receipts attached to this refund application. I also understand that this refund application is subject to verification.													
Signature of authorized officer								Year		Month		Day	
DC <input type="checkbox"/>					NC <input type="checkbox"/>								

## INSTRUCTIONS

We must receive your refund application within one year after the day the convention ends.

Attach the following supporting documents to your application:

- copies of invoices from Canadian suppliers that show the amount of tax you paid;
- complete hotel folios (that is, the entire hotel bill);
- proof of payment such as copies of cancelled cheques, credit card slips, or money transfers to Canadian suppliers; and
- a convention agenda, itinerary, or event program.

### Part A – Identification

Enter your business or association name and complete mailing address.

### Part B – Convention information

- Check the type that describes you:
  - Sponsor:** A person who convenes the foreign convention and supplies admissions to it.
  - Organizer:** A person that acquires the convention facility or related convention supplies and organizes the foreign convention for a sponsor.
  - Exhibitor:** A person who attends a convention to promote its business, products, or services and is a recipient of exhibit space.
- Enter the first and last date of the convention, conference, or exhibition period.
- Enter the number of expected Canadian delegates.
- Enter the total number of delegates.

### Part C – Refund calculation

#### Accommodation

Claim the tax you paid on eligible short-term accommodation in this section.

Calculate each tax type separately:

- Enter the total GST/HST (all Canada) you are claiming on line 1.
- Enter the total TVQ (Quebec) you are claiming on line 2.
- Add lines 1 and 2 and enter the total on line 3.

#### Related convention supplies

Claim the tax you paid on related convention supplies in this section. Do not include amounts relating to the accommodation entered on lines 1, 2, and 3.

Calculate each tax type separately:

- Enter the total GST/HST (all Canada) you are claiming on line 4.
- Enter the total TVQ (Quebec) you are claiming on line 5.
- Add lines 4 and 5 and enter the total on line 6.

#### Total refund claimed

Add lines 3 and 6 and enter the total refund you are claiming on line 7.

### Part D – Certification

Sign and date your application.

### Mail to:

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