

## EMPLOYEE AND PARTNER GST REBATE

(Section 253 of the *Excise Tax Act*)

Use this form to claim a GST rebate. You may qualify for a rebate of the GST you paid on eligible expenses you deducted for income tax purposes if you were either:

- an employee who incurred eligible expenses while your employer was a GST registrant. However, you are **not eligible** for the rebate if your employer was a listed financial institution (e.g., a person that was at any time during the year a bank, an investment dealer, a trust company, an insurance company, a credit union, or a corporation whose principal business is the lending of money);
- an individual who is a member of a partnership who incurred eligible expenses while the partnership was a GST registrant.

For instructions on how to complete this form, see the reverse side. Keep one copy for your records and attach one to your income tax return.

For more information, see the *Guide and Form for Employee and Partner GST Rebate* or contact your Revenue Canada tax services office or tax centre.

AREA A — IDENTIFICATION (to be completed by claimant)	
Last name	First name and initials
Taxation year of claim 19 ____	Social insurance number
Name of employer or partnership	Business number of employer or partnership <span style="float: right;">RT</span>

AREA B — REBATE CALCULATION (to be completed by claimant)	
<b>Rebate on expenses other than capital cost allowance (CCA)</b>	
Total expenses other than CCA	1
Non-eligible expenses included on line 1	2
Eligible expenses other than CCA (line 1 minus line 2)	3
<b>Rebate on capital cost allowance (CCA)</b>	
CCA on motor vehicles, musical instruments, and aircraft (do not include CCA for which you received an allowance from your employer or partnership that is not reported in Area C below)	4
Personal use included on line 4	5
Eligible CCA (line 4 minus line 5)	6
<b>Total expenses eligible for the GST rebate (line 3 plus line 6)</b>	<b>051 = 7</b>
	<b>x 7/107</b>
<b>Employee and Partner GST Rebate (multiply line 7 by 7/107)</b> Enter the amount from line 8 on line 457 of your income tax return.	<b>= 8</b>

AREA C — DECLARATION BY CLAIMANT'S EMPLOYER OR PARTNERSHIP (an authorized officer of your employer or partnership must complete this area <b>only</b> if you are claiming a rebate in respect of any expenses included on line 3 or 6 in Area B above for which you were paid a taxable allowance, i.e., a non reasonable allowance).	
I hereby certify that for the taxation year stated above, the claimant was paid the following allowance which at the time it was paid, I did not consider to be reasonable for the purposes of subparagraph 6(1)(b)(v), (vi), (vii), or (vii.1) of the <i>Income Tax Act</i> . I will not include this allowance in determining my input tax credit or rebate.	
Amount received \$	Reason for allowance(s) (list activities)
Name of employer or partnership	
Signature of employer or authorized officer	Position of authorized officer
Date Y M D	

AREA D — CERTIFICATION (to be completed by claimant)	
I hereby certify that the information in this document is true and correct to the best of my knowledge and that I am eligible for the Employee and Partner GST Rebate for the taxation year.	Signature
Date Y M D	

Personal information provided on this form is protected under the provisions of the *Privacy Act* and is maintained in Personal Information Bank RCC/P-PU-080.

## Instructions on How to Complete the Rebate Application

Claimants must complete areas A, B, and D. If applicable, Area C must be completed by your employer or partnership. Use a separate application form for each taxation year. To complete this application, use the amounts you reported on your income tax return.

### Area A - Identification

The "taxation year of claim" should be the year of the income tax return for which you are claiming the GST rebate.

### Area B - Rebate Calculation

To help you understand how to complete Area B, see the example at the end of the *Guide and Form for Employee and Partner GST Rebate*.

#### Line 1 - Total expenses other than CCA

If you are an employee of a GST registrant employer, enter the amount of your total expenses incurred other than CCA. To calculate your total expenses other than CCA, use Form T777, *Statement of Employment Expenses*, which you file with your income tax return. Also, if applicable, enter the amount of professional, union, or similar dues that you claimed on line 212 of your income tax return. Not all union, professional, or similar dues are subject to the GST. Your receipt for these dues should indicate if GST is included.

If you are a member of a partnership that is a GST registrant, enter the total expenses you incurred while you were a member of the partnership, but that you did not include in your partnership's net income or loss calculation from the following forms, or other documents that you file with your income tax return:

- Form T2032, *Statement of Professional Activities*
- Form T2124, *Statement of Business Activities*
- Form T2042, *Statement of Farming Activities*
- Form T2121, *Statement of Fishing Activities*
- Form T776, *Statement of Real Estate Rentals*

#### Line 2 - Non-eligible expenses included on line 1

Enter the portion of any expenses included in line 1 that are not eligible for the rebate.

Non-eligible expenses include the following:

- Expenses on which you did not pay GST such as
  - most goods and services you acquired before 1991;
  - goods and services acquired from a supplier who is not a GST registrant;
  - most expenses you incurred outside Canada (e.g., gasoline, accommodation, meals, and entertainment you bought outside Canada);
  - expenses relating to zero-rated goods and services including basic groceries, prescription drugs, medical devices, most agricultural and fish products, and certain major expenses that farmers and fishermen incur; and
  - expenses relating to exempt goods and services including most health and dental care services, most educational services, medical underwriting fees, insurance premiums, bonding premiums, mortgage interest, residential rents, interest, motor vehicle licence and registration fees, and salaries.
- Expenses you incurred when your employer or the partnership was not a GST registrant.
- Expenses that relate to an allowance you received from your employer or the partnership, that is not reported in Area C of the application (e.g., an allowance that was not included in your income because it was a reasonable allowance). However, if your employer paid you a taxable allowance which was included in your income, you do not have to enter the expenses that relate to that allowance on this line.
- Expenses of a partner that relate to the making of exempt supplies. If you are a member of a partnership which makes exempt supplies as well as taxable supplies, enter the amount of expenses relating to the making of these exempt supplies. This may be calculated on a percentage basis (e.g., by estimating the percentage of the expenses which relate to exempt supplies), or by identifying those expenses which relate to exempt supplies made by the partnership.

- Lease payments that are grandfathered under subsection 340(6) of the *Excise Tax Act*.

- Any personal use-portion of the eligible expenses included on line 1.

- Reimbursements you received or that you are entitled to receive from your employer or partnership for expenses included on line 1. If you did not include on line 1 an expense or part of an expense for which you received or were entitled to receive a reimbursement, do not enter the amount of the reimbursement on line 2.

#### Line 3 - Eligible expenses other than CCA

Line 1 minus line 2. Enter the result on this line.

#### Line 4 - CCA on motor vehicles, musical instruments, and aircraft

Enter the amount of CCA you claimed on motor vehicles, musical instruments, and aircraft on which you paid GST. For example, there would be no GST on motor vehicles, musical instruments, and aircraft acquired before 1991, or from a supplier who is not registered for the GST. If so, you cannot claim a rebate on the CCA since you did not pay GST on these properties. If you claim CCA on more than one property of the same class, you have to calculate the portion of the CCA which relates to the property that qualifies for a rebate. Do not include CCA that relates to any allowance your employer or partnership paid you on the property unless it relates to the allowance your employer or partnership reports in Area C of the application. CCA on property for which you received a non-taxable allowance is not eligible for a rebate. Do not include it on line 4.

#### Line 5 - Personal use included on line 4

If applicable, enter the amount for personal use of the CCA amount included on line 4.

#### Line 6 - Eligible CCA

Line 4 minus line 5. Enter the result on this line.

#### Line 7 - Total expenses eligible for the GST rebate

Line 3 plus line 6. Enter the result on this line.

#### Line 8 - Employee and Partner GST Rebate

Multiply the amount on line 7 by 7/107. Enter the result on this line. This amount is your total rebate claim. Enter this amount on line 457 of your income tax return.

### Area C - Declaration by claimant's employer or partnership

You may want to claim a rebate for expenses that relate to a taxable allowance (a taxable allowance received by an employee is included in box 40 of your T4 slip). If so, your employer, partnership, or an authorized officer has to complete Area C. An authorized officer includes an immediate supervisor, controller, office manager, or partner other than you.

You cannot claim a rebate for expenses for which you received a non-taxable allowance. A non-taxable allowance is an allowance that was considered reasonable at the time it was paid.

### Area D - Certification

Sign the certification area. If you fail to do this, it may delay or invalidate your GST rebate claim.

### Including the rebate in income

If you receive a GST rebate, you have to include it in your income tax return for the taxation year in which you received it. Report all or part of the rebate that relates to eligible expenses other than CCA on line 104 of your income tax return. If any part of the rebate relates to the capital cost allowance of a vehicle, musical instrument, or aircraft, you have to reduce your undepreciated capital cost of the related property by that amount.