



## General Information

### Definitions

**Closely related corporation** – means a particular corporation is closely related to another corporation if:

- (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:
  - (i) the particular corporation or a qualifying subsidiary of it;
  - (ii) a corporation of which the particular corporation is a qualifying subsidiary;
  - (iii) qualifying subsidiary of a corporation of which the particular corporation is a qualifying subsidiary; or
  - (iv) any combination of the corporations or subsidiaries referred to in (i) to (iii) above; or
- (b) the other corporation is a prescribed corporation in relation to the particular corporation.

Two corporations that are closely related to the same corporation, are closely related to each other.

**Closely related group** – means a group of corporations, each member of which is a **registrant resident in Canada** and is closely related (as defined above) to each other member of the group, and for the purposes of this definition is:

- (a) a non-resident insurer that has a permanent establishment in Canada is deemed to be resident in Canada; and
- (b) credit unions and members of a mutual insurance group are deemed to be registrants.

**Qualifying subsidiary** – of a particular corporation means another corporation not less than 90% of the value and number of the issued and outstanding shares of the capital stock of which, having full voting rights under all circumstances, are owned by the particular corporation, and includes:

- (a) a corporation that is a qualifying subsidiary of a qualifying subsidiary of the particular corporation;
- (b) where the particular corporation is a credit union, every other credit union; and
- (c) where the particular corporation is a member of a mutual insurance group, every other member of that group.

### 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 Guide RC4050, *GST/HST Information for Selected Listed Financial Institutions*);
- GST/HST payable on self-assessments under Division IV;
- 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 **tax centre** in writing.

### Filing instructions

For each reporting period, the coordinator has to file together all the members' GST/HST returns, directions, and applications for a refund or rebate. 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, when a direction is made to reduce or offset 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.

If you have to file your GST/HST returns electronically, send your letter of direction and any other documents to your tax centre.

### My Business Account

Access your business accounts online through My Business Account.

With the wide range of services offered, you can:

- view your account balances and transactions;
- transfer payments;
- get additional remittance vouchers;
- calculate a future balance;
- calculate your instalment payments;
- make online requests for financial transactions;
- authorize your employees and representatives to have immediate online access;
- file a GST/HST return electronically;
- view the status of a return;
- view certain correspondence (for example, notices and letters); and
- view your banking information.

To use My Business Account, you need a user ID and password. To register for these secure online services or to check for new services, go to [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).