

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**). For more information, see "Filing instructions" on the next page.

Note

The 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, PO Box, or R.R. No.)

City	Province/State	Country	Postal/Zip Code	Telephone number - -
------	----------------	---------	-----------------	----------------------------

Part F – Details of rebate application (use Form GST288, *Supplement to Forms GST189, GST386, and GST498*, when there is not enough space below to list all details)

Actual GST/HST paid

				Purchases
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				+

Total (forward this amount to Part C)

(b)
=

Filing instructions

Part A – Identification

Enter your name, Business Number (if applicable), identity card number (if applicable), address, and telephone 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

Tick the appropriate box to indicate the reason for this application. You may tick only **one** box.

Reason code 2 – Foreign representative or official

Foreign representative or official includes:

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

Note

Rebate eligibility is determined by Foreign Affairs and International Trade Canada, 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 Foreign Affairs and International Trade Canada or 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 – Rebate claimed

Note that you have to complete Part F before completing this part. See the instructions under Part F below before proceeding.

Enter the total 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 we 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 giving 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 Forms GST189, GST 386, and 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.

Filing deadlines

You have to file your 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 us at **1-800-959-5525**.

You can find GST/HST information by visiting our Web site at www.cra.gc.ca/gsthst.