

INSTRUCTIONS

- We must receive your application for a rebate within one year after the day the convention ends.
- **Attach the following supporting documents to your application:** proof of payment such as copies of invoices from Canadian suppliers that show the amount of tax paid; copies of cancelled cheques for payments made to Canadian suppliers; and a convention itinerary, agenda, or event program.
- The total of the purchase amounts claimed before taxes must add up to **at least CAN\$200**.
- For more information, see the booklet *GST/HST Information for Non-Resident Meeting Planners and Convention Organizers* or the booklet *GST/HST Information for Non-Resident Incentive Travel Organizers*.

A Identification:

- Enter your business name and your complete mailing address. (**Please note** that in all cases, rebate cheques will be mailed only to a foreign address.)

B Convention information:

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

C Calculation information:

Accommodation

Claim your tax paid on eligible accommodation in this section.

Accommodation includes hotel rooms, meeting rooms, and exhibit space.

In-house planners of businesses who do not resell accommodation in their ordinary course of business that purchase tour packages and opt for the quick calculation formula can claim a flat rate of \$5 per night up to \$75 for each tax type per individual included in the application.

- Enter the total GST/HST (all Canada) claimed on line 1.
- Enter the total TVQ (Quebec) claimed on line 2.
- Enter the total PST (Manitoba) claimed on line 3.

Total rebate claimed on accommodation:

- Add lines 1, 2, and 3, and enter the total on line 4.

Other expenses

Claim your tax paid on other eligible expenses in this section.

Other expenses include goods and services that are convention-related but do not include accommodation. The purchase amount for eligible goods before taxes must be **at least CAN\$50 per receipt**.

- Enter the total GST/HST (all Canada) claimed on line 5.
- Enter the total TVQ (Quebec) claimed on line 6.
- Enter the total PST (Manitoba) claimed on line 7.

Total rebate claimed on accommodation:

- Add lines 5, 6, and 7, and enter the total on line 8.

Total rebate claimed:

- Add lines 4 and 8 and enter the total rebate claimed on line 9.

D Certification:

- Sign and date your application.

Mail to:

**Visitor Rebate Program
Summerside Tax Centre
Summerside PE C1N 6C6
CANADA**