



Canada Revenue  
Agency

Agence du revenu  
du Canada

# General Information for GST/HST Registrants

## Is this guide for you?

If you own or operate a business in Canada, you need to know about the goods and services tax (GST) and the harmonized sales tax (HST). This guide provides general information such as how to collect, record, calculate, and remit the GST/HST. It also includes line-by-line instructions to help you complete your GST/HST return.

### GST/HST and Quebec

In Quebec, Revenu Québec administers the GST/HST. If the physical location of your business is in Quebec, you have to file your returns with Revenu Québec using its forms. For more information, see the Revenu Québec publication IN-203-V, *General Information Concerning the QST and the GST/HST*, available at [www.revenu.gouv.qc.ca](http://www.revenu.gouv.qc.ca), or call 1-800-567-4692.

### First Nations taxes

The First Nations goods and services tax (FNGST) is a tax that replaces the GST on the lands of First Nations that have imposed the FNGST.

The First Nations tax (FNT) is a tax on the sale of listed products on some First Nations reserves. The Canada Revenue Agency (CRA) administers the FNGST and the FNT on behalf of the First Nations. For more information, see Guide RC4365, *First Nations Goods and Services Tax (FNGST)*, and Guide RC4072, *First Nations Tax (FNT)*.

If you have a visual impairment, you can get our publications in braille, large print, etext (CD or diskette), or MP3. For more information, go to [www.cra.gc.ca/alternate](http://www.cra.gc.ca/alternate) or call 1-800-959-2221.

The law allows Statistics Canada to access business taxpayer information collected by the CRA. Statistics Canada can now share with provincial or territorial statistical agencies, for research and analysis purposes only, data concerning business activities carried out in their respective province or territory.

La version française de cette publication est intitulée *Renseignements généraux sur la TPS/TVH pour les inscrits*.

## What's new?

We list the major changes below. This guide contains information based on amendments to the *Excise Tax Act* and *Regulations*. At the time of publication, some of these amendments were proposed and not law. The publication of this guide should not be taken as a statement by the Canada Revenue Agency that such amendments will in fact become law in their current form. If they become law as proposed, they will be effective as of the dates indicated. For more information on these and other changes, see the areas outlined in colour in this guide.

### Harmonized sales tax for Ontario

As of July 1, 2010, Ontario harmonized its retail sales tax with the GST to implement the harmonized sales tax in Ontario at the rate of 13% (5% federal part and 8% provincial part).

### Harmonized sales tax for British Columbia

As of July 1, 2010, British Columbia (BC) harmonized its provincial sales tax with the GST to implement the harmonized sales tax in BC at the rate of 12% (5% federal part and 7% provincial part).

### Harmonized sales tax rate change for Nova Scotia

As of July 1, 2010, Nova Scotia increased its harmonized sales tax rate to 15% (5% federal part and 10% provincial part).

### Mandatory electronic filing

For reporting periods that end after June 2010, you may have to file your GST/HST returns electronically. For more information, see "Mandatory electronic filing" on page 29.

### GST/HST electronic filing changes

For reporting periods that end after June 2010, all restrictions have been removed so that all registrants, (except selected listed financial institutions that are filing their final return, Form GST 494, *Goods and Services Tax/Harmonized Sales Tax Final Return for Selected Listed Financial Institutions*) can file electronically. For more information, see "How to file your return and remit any amount owing" on page 29, or go to [www.cra.gc.ca/gsthst-filing](http://www.cra.gc.ca/gsthst-filing).

### Place of supply rules

The place of supply rules have changed. For more information, see "Tax on supplies of property and services made in participating provinces – place-of-supply rules" on page 38.

### Financial institutions – information return

GST/HST registered financial institutions with total income computed for the last taxation year in excess of \$1 million are required to file the annual GST/HST information return for financial institutions for fiscal years beginning after 2007. For fiscal years beginning after September 23, 2009, the return has to be filed within six months after the end of the fiscal year and replaces the requirement to file the annual Financial Institution Information Schedule.

### Financial institutions – import rules

As a result of changes announced September 23, 2009, the import rules for financial institutions have changed. For more information, call 1-800-959-8287.

### Network sellers

Network sellers (persons in the direct selling industry that sell their products directly to consumers through commission-based sales representatives) who meet certain conditions can apply for approval to use a simplified GST/HST accounting method for fiscal years beginning after 2009. For more information, see "Direct selling industry" on page 65.

### My Business Account

You can now use the Instalment payment calculator service to calculate your instalment payments and view their related due dates.

To learn more about the growing list of services available in My Business Account, go to [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).

## Changes to the Statement of Interim Payments

Starting in October 2010, the Statement of Interim Payments will be mailed less frequently. For GST/HST registrants, the statement will be mailed every six months when there has been interim activity. With this statement, we will send Form RC160, *Interim Payments Remittance Voucher*, to make your subsequent instalment payments.

To check your up-to-the-minute account information, or to request additional remittance vouchers, go to [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).

# Table of contents

	Page		Page
<b>Definitions</b> .....	7	Direct deposit.....	31
<b>What is the GST/HST?</b> .....	8	Branches or divisions filing separate returns.....	31
Who pays the GST/HST?.....	8	Using a rebate or refund to decrease an amount owing on your GST/HST return.....	31
False GST/HST exemptions.....	8	Filing nil returns.....	32
Who charges the GST/HST?.....	8	<b>After you file</b> .....	32
<b>Taxable supplies</b> .....	8	Notices and statements.....	32
Supplies taxable at 5%, 12%, 13%, or 15%.....	8	When can you expect your refund?.....	33
Zero-rated supplies.....	9	What interest do we pay on overpayments and refunds?.....	33
<b>Exempt supplies</b> .....	9	What penalty and interest do we charge?.....	33
<b>How does the GST/HST work?</b> .....	9	How do you change a return?.....	34
<b>Should you register?</b> .....	10	What is the Voluntary Disclosures Program?.....	34
Small supplier.....	10	Director's liability.....	34
How to register.....	11	What records should you keep?.....	34
Fiscal year.....	11	If you are audited.....	34
Reporting periods.....	11	<b>Instalment payments</b> .....	35
Accounting periods.....	12	Who has to make instalment payments?.....	35
<b>Making changes to your GST/HST account</b> .....	12	Instalment payments following harmonization.....	35
Address changes.....	12	Instalment interest.....	36
Telephone and fax number changes.....	12	New registrants and instalments.....	36
Authorized representative or contact changes.....	13	Instalment due dates.....	37
Direct deposit changes.....	13	How to make instalment payments.....	37
Legal entity type changes.....	13	<b>Harmonized sales tax</b> .....	37
Legal name changes.....	13	Point-of-sale rebates.....	37
<b>Collecting the GST/HST</b> .....	13	Ontario First Nations point-of-sale relief.....	38
Informing your customers.....	13	HST registration.....	38
Sales invoices for GST/HST registrants.....	13	Tax on supplies of property and services made in participating provinces – Place-of-supply rules.....	38
Provincial sales tax.....	14	Tax on property and services brought into a participating province.....	42
Rounding off fractional amounts.....	14	Rules for motor vehicles.....	43
Early-payment discounts and late-payment surcharges.....	14	<b>Coin-operated machines</b> .....	44
Volume discounts.....	15	<b>Coupons, rebates, gifts, and promotional allowances</b> .....	44
<b>Input tax credits</b> .....	16	Reimbursable coupons.....	44
Time limits for claiming ITCs.....	16	Non-reimbursable coupons.....	45
Recapture of ITCs.....	17	Other coupons.....	45
ITC restrictions.....	18	Manufacturers' rebates.....	45
Claiming ITCs for capital property.....	21	Gift certificates.....	46
Simplified Method for claiming ITCs.....	24	Promotional gifts and free samples.....	46
<b>Calculating your net tax</b> .....	26	Promotional allowances.....	46
GST/HST charged and not collected.....	26	<b>Deposits and conditional sales</b> .....	47
GST/HST not charged.....	26	Deposits.....	47
GST/HST payable and not paid.....	27	Conditional and instalment sales.....	47
Bad debt adjustments.....	27	<b>Employees and partners</b> .....	47
<b>Quick Method of accounting</b> .....	27	Employee benefits.....	47
How does the Quick Method work?.....	27	Employee and partner GST/HST rebate.....	47
How do I start using the Quick Method?.....	28	<b>Exports and imports</b> .....	48
<b>GST/HST returns</b> .....	28	Exported goods.....	48
Filing and remitting due dates.....	28	Exported services.....	48
<b>How to file your return and remit any amount owing</b> .....	29	Exported intangible personal property.....	49
Filing your return electronically.....	29	Imported goods.....	49
Date received.....	31	Imported services and intangible personal property.....	50

	Page		Page
<b>Financial services</b> .....	50	Provincial and territorial governments .....	66
<b>Insurance claims</b> .....	51	Municipalities .....	66
Life and health insurance claims .....	51	Indians .....	66
Property and casualty insurance claims .....	51	<b>Trade-ins</b> .....	67
<b>Real property</b> .....	51	When the customer has to charge tax .....	67
Sales of new housing .....	52	When the customer does not have to charge tax .....	67
Who remits the tax for a taxable sale of real property –		Sale-leaseback arrangements .....	67
Vendor or purchaser? .....	52	Barter-exchange networks .....	68
Claiming ITCs for capital real property .....	53	<b>Selling your business</b> .....	68
Claiming ITCs for improvements to capital real		Will you have any more business activity? .....	68
property .....	54	<b>Cancelling your registration</b> .....	69
Change-in-use rules for capital real property .....	54	Non-capital property held at the time of	
Claiming ITCs when you make a taxable sale of real		deregistration .....	69
property .....	59	Capital property held at the time of deregistration .....	69
<b>Returns and warranties</b> .....	60	ITCs for services, rent, royalties, and similar	
Returnable beverage containers .....	60	payments .....	69
Returnable containers .....	61	Filing your final GST/HST return .....	69
Returned goods .....	61	<b>Instructions for completing your GST/HST return</b> .....	70
Warranty reimbursements .....	62	GST/HST NETFILE and TELEFILE returns .....	70
<b>Selling goods, services, and rights for others</b> .....	62	Regular method .....	70
Auctioneers .....	62	Quick method .....	74
Agents .....	63	Schedule A – Builders transitional information .....	75
Consignment sales .....	64	Schedule B – Calculation of input tax credits .....	76
Direct selling industry .....	65	Schedule C – Reconciliation of recaptured input tax	
<b>Supplies to diplomats, Indians, and governments</b> .....	65	credits (RITCS) .....	76
Diplomats .....	65	<b>Publications and forms</b> .....	77
Federal government .....	65	<b>For more information</b> .....	81

## Definitions

**Basic tax content** – of a property generally means the amount of the GST/HST that was payable for your last acquisition of the property, and for any improvements you made to the property since that last acquisition, less any amounts that you were, or would have been, entitled to recover (for example, by rebate or remission, but not by input tax credits). The calculation for the basic tax content also takes into account any depreciation in the value of the property since you last acquired it (for example, when you purchased it or were last considered to have purchased it, whichever occurred more recently).

You may have to calculate the basic tax content of a property if you are a registrant and you increase or decrease your use of the property in your commercial activities. For more information, see “Calculating the basic tax content” on page 22.

**Calendar quarter** – means a period of three consecutive calendar months ending on the last day of any of the following months: March, June, September, and December.

**Calendar year** – means a year that begins on January 1 and ends on December 31.

**Charity** – means a registered charity or registered Canadian amateur athletic association for income tax purposes, but does not include a public institution. A charity can issue official donation receipts for income tax purposes.

**Commercial activity** – means any business or adventure or concern in the nature of trade carried on by a person, but **does not include:**

- the making of exempt supplies; or
- any business or adventure or concern in the nature of trade carried on without a reasonable expectation of profit by an individual, a personal trust, or a partnership where all the members are individuals.

Commercial activity also includes a supply of real property, other than an exempt supply, made by any person, whether or not there is a reasonable expectation of profit, and anything done in the course of making the supply or in connection with the making of the supply.

**Exempt supplies** – are supplies of property and services that are not subject to the GST/HST. GST/HST registrants cannot claim input tax credits to recover the GST/HST paid or payable on expenses related to making such supplies.

**Input tax credit (ITC)** – means a credit GST/HST registrants can claim to recover the GST/HST paid or payable for property or services they acquired, imported into Canada, or brought into a participating province for use, consumption, or supply in the course of their commercial activities.

**Municipality** – means an incorporated city, town, village, metropolitan authority, township, district, county or rural municipality, or other incorporated municipal body however designated, and such other local authority as the Minister of National Revenue may determine to be a municipality.

**Participating province** – means the province of British Columbia, New Brunswick, Newfoundland and Labrador, Nova Scotia, or Ontario.

**Person** – means an individual, a partnership, a corporation, the estate of a deceased individual, a trust, or any organization such as a society, a union, a club, an association, or a commission.

**Property** – includes goods, real property and intangible personal property such as trademarks, rights to use a patent, and admissions to a place of amusement, but does not include money.

**Public institution** – means a registered charity for income tax purposes that is also a school authority, a public college, a university, a hospital authority or a local authority determined to be a municipality.

**Public service body** – means a charity, non-profit organization, municipality, university, public college, school authority, or hospital authority.

**Real property** – includes:

- a mobile home or floating home and any leasehold or ownership interest in such property;
- in Quebec, immovable property and every lease of such property; and
- in any other place in Canada, all land, buildings of a permanent nature, and any interest in real property.

**Registrant** – means a person that is registered or has to be registered for the GST/HST.

**Small supplier** – refers to a person whose revenue from worldwide taxable supplies was equal to or less than \$30,000 (\$50,000 for public service bodies) in a calendar quarter and over the last four consecutive calendar quarters.

Charities and public institutions are also considered small suppliers if they meet the gross revenue test of \$250,000 or less.

**Supply** – means the provision of property or a service in any way, including sale, transfer, barter, exchange, licence, rental, lease, gift, and disposition.

**Taxable supplies** – are supplies of property and services that are made in the course of a commercial activity and are subject to the GST/HST (including zero-rated supplies).

**Zero-rated supplies** – are supplies of property and services that are taxable at the rate of 0%. This means there is no GST/HST charged on these supplies, but GST/HST registrants can claim ITCs for the GST/HST paid or payable on purchases and expenses made to provide them.

## What is the GST/HST?

The goods and services tax (GST) is a tax that applies to most supplies of goods and services made in Canada. The GST also applies to supplies of real property (for example, land, buildings and interests in such property) and intangible property such as trademarks, rights to use a patent, and digitized products downloaded from the Internet and paid for individually.

The participating provinces harmonized their provincial sales tax with the GST to implement the harmonized sales tax (HST) in those provinces. Generally, the HST applies to the same base of goods and services as the GST. In some participating provinces, there are point-of-sale rebates equivalent to the provincial part of the HST on certain designated items. For more information, see "Point-of-sale rebates" on page 37.

GST/HST registrants who make taxable supplies (other than zero-rated supplies) in the participating provinces collect tax at the applicable HST rate (see the chart below). GST/HST registrants collect tax at the 5% GST rate on taxable supplies they make in the rest of Canada (other than zero-rated supplies). Special rules apply for determining the place of supply. For more information on the HST and the place-of-supply rules, see "Harmonized sales tax" on page 37.

As of July 1, 2010, Ontario harmonized its retail sales tax with the GST to implement the HST in Ontario at the rate of 13% (5% federal part and 8% provincial part).

As of July 1, 2010, British Columbia (BC) harmonized its provincial sales tax with the GST to implement the HST in BC at the rate of 12% (5% federal part and 7% provincial part).

Also, as of July 1, 2010, Nova Scotia increased its HST rate to 15% (5% federal part and 10% provincial part).

As a result of these recent changes, the HST rate varies depending on the province. The chart below shows the applicable rates that apply following the rate reduction in 2008.

GST/HST Rates		
	Before July 1, 2010	On or after July 1, 2010
Ontario	GST at 5%	HST at 13%
British Columbia	GST at 5%	HST at 12%
Nova Scotia	HST at 13%	HST at 15%
New Brunswick	HST at 13%	HST at 13%
Newfoundland and Labrador	HST at 13%	HST at 13%
Territories and other provinces in Canada	GST at 5%	GST at 5%

### Exception for certain sales of new housing

Special rules apply for determining the rate of the GST/HST that applies to the sale of new housing. For more information, see "Sales of new housing" on page 52.

## Who pays the GST/HST?

Almost everyone has to pay the GST/HST on purchases of taxable supplies of goods and services (other than zero-rated supplies). The GST/HST also applies to most supplies of intangible personal property and certain supplies of real property. However, Indians and some groups and organizations, such as certain provincial and territorial governments, do not always pay the GST/HST on their purchases. For more information, see "Supplies to diplomats, Indians, and governments" on page 65.

## False GST/HST exemptions

Some individuals, businesses, and organizations are falsely claiming to be exempt from paying the GST/HST. In some cases, they may even present a fake exemption card to avoid paying the tax on their purchases.

If you do not collect the GST/HST from someone who falsely claims to be exempt from paying the GST/HST, you still have to account for the tax you should have collected.

Some provinces exempt farmers, municipalities, and certain businesses from paying the provincial sales tax. However, **these provincial exemptions do not apply to the GST/HST.**

## Who charges the GST/HST?

Generally, GST/HST registrants have to collect the GST/HST on all taxable (other than zero-rated) supplies of goods and services they provide to their customers. However, there are some exceptions for taxable sales of real property. For more information, see "Real property" on page 51.

## Taxable supplies

Most property and services supplied in or imported into Canada are subject to the GST/HST.

### Supplies taxable at 5%, 12%, 13%, or 15%

Examples of supplies taxable at 5%, 12%, 13%, or 15% include:

- sales of new housing (certain sales of new housing may be subject to a previous rate of GST/HST). For more information, see "Sales of new housing" on page 52;
- sales and rentals of commercial real property;
- sales and leases of automobiles;
- car repairs;
- soft drinks, candies, and potato chips;
- clothing and footwear;



- advertising (unless provided to a non-resident of Canada who is not registered for the GST/HST);
- taxi and limousine transportation;
- legal and accounting services;
- franchises;
- hotel accommodation; and
- barber and hairstylist services.

## Zero-rated supplies

Some supplies are zero-rated under the GST/HST—that is, GST/HST applies at a rate of 0%. This means that you do not charge GST/HST on these supplies, but you may claim input tax credits for the GST/HST paid or payable on purchases and expenses made to provide these supplies. Examples of supplies taxable at 0% (zero-rated) include:

- basic groceries such as milk, bread, and vegetables;
- agricultural products such as grain, raw wool, and dried tobacco leaves;
- most farm livestock;
- most fishery products such as fish for human consumption;
- prescription drugs and drug-dispensing services;
- medical devices such as hearing aids and artificial teeth;
- exports (most goods and services for which you charge and collect the GST/HST in Canada, are zero-rated when exported); and
- many transportation services where the origin or destination is outside Canada.

For more information, see GST/HST Memoranda Series, Chapter 4, *Zero-Rated Supplies*.

## Exempt supplies

Some supplies are exempt from the GST/HST—that is, no GST/HST applies to them. This means that you do not charge the GST/HST on these supplies of property and services, and you do not claim input tax credits.

Examples of exempt supplies include:

- a sale of housing that was last used by an individual as a place of residence;
- long-term rentals of residential accommodation (of one month or more) and residential condominium fees;
- most health, medical, and dental services performed by licensed physicians or dentists for medical reasons;
- child care services, where the primary purpose is to provide care and supervision to children 14 years of age or under for periods of less than 24 hours per day;
- most domestic ferry services;
- legal aid services;

- many educational services such as:
  - courses supplied by a vocational school leading to a certificate or a diploma that certifies the ability of individuals to practise or perform a trade or a vocation; or
  - tutoring services made to an individual in a course that follows a curriculum designated by a school authority;
- music lessons;
- most services provided by financial institutions such as lending money or operating deposit accounts;
- the issuance of insurance policies by an insurer and the arranging for the issuance of insurance policies by insurance agents;
- most goods and services provided by charities and public institutions; and
- certain goods and services provided by non-profit organizations, governments, and public service bodies such as municipal transit services and standard residential services such as water distribution.

## How does the GST/HST work?

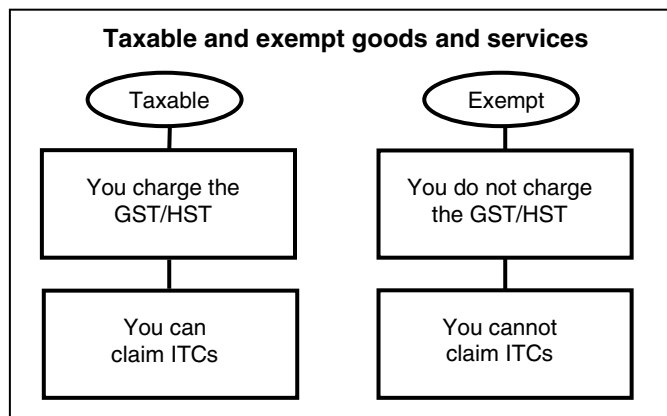
If you are a GST/HST registrant, you have to charge and collect the GST/HST on taxable supplies (other than zero-rated supplies) you make in Canada and file regular GST/HST returns to report that tax.

### Exception

In certain cases, you do not have to collect the GST/HST on a taxable sale of real property. Instead, the purchaser may have to pay the tax directly to us. For more information, see “Real property” on page 51.

You can claim ITCs on your GST/HST return to recover the GST/HST paid or payable on purchases and expenses you use, consume, or supply in your commercial activities (defined on page 7).

For the consumer, there is no difference between zero-rated and exempt goods and services because tax is not collected in either case. However, the difference for you, as the registrant, is that although you do not collect the GST/HST on zero-rated or exempt goods and services, you can only claim ITCs for the GST/HST paid or payable on purchases used to make zero-rated supplies of goods and services.



When you complete your GST/HST return, deduct your ITCs from the GST/HST you charged your customers. The result is your net tax.

If the total amount of tax you charged is more than the amount of your ITCs, send us the difference. If the total amount of tax you charged is less than the amount of your ITCs, you can claim a refund. For more information on ITCs, see “Input tax credits” on page 16.

#### Note

Special rules apply to charities. For more information, see Guide RC4082, *GST/HST Information for Charities*.

## Should you register?

You have to register for the GST/HST if:

- you provide taxable supplies in Canada; and
- you are not a small supplier.

You do **not** have to register if:

- you are a small supplier (that does not carry on a taxi business);
- your only commercial activity is the sale of real property, other than in the course of a business. Although you do not have to register for the GST/HST in this case, your sale of real property may still be taxable and you may have to charge and collect the tax. For more information, see “Real property” on page 51; or
- you are a non-resident who does not carry on business in Canada (see Guide RC4027, *Doing Business in Canada – GST/HST Information for Non-Residents*).

If your business is registered for the GST, your business is also registered for the HST. For more information, see “HST registration” on page 38.

## Small supplier

You are a small supplier and do not have to register if you meet **one** of the following conditions:

- you are a **sole proprietor** and your total revenues from taxable supplies (before expenses) from all of your businesses are \$30,000 or less in the last four consecutive calendar quarters or in any single calendar quarter;
- you are a **partnership or a corporation** and your total revenues from taxable supplies (before expenses) are \$30,000 or less in the last four consecutive calendar quarters or in any single calendar quarter; or
- you are a **public service body** (charity, non-profit organization, municipality, university, public college, school authority, or hospital authority) and your total revenues from taxable supplies from all of the activities of the organization are \$50,000 or less in the last four consecutive calendar quarters or in any single calendar quarter. A gross revenue threshold of \$250,000 also applies to charities and public institutions. For more information, see Guide RC4082, *GST/HST Information for Charities*.

**Total revenues** from taxable supplies means your worldwide revenues from your supplies of property and services that are subject to the GST/HST (including zero-rated supplies), or that would be subject to the tax if supplied in Canada. It does not include goodwill, financial services, and sales of capital property. You also have to include the total revenues from taxable supplies of all of your associates in this calculation.

#### Note

If your total revenues from taxable supplies are over \$30,000 (\$50,000 for public service bodies) in a single calendar quarter or over four consecutive calendar quarters, you are no longer a small supplier and you have to register for the GST/HST.

#### Exception

Taxi and limousine businesses and non-resident performers selling admissions to seminars, performances, and other events must register for the GST/HST, even if they are small suppliers.

## Effective date of registration

The effective date of your GST/HST registration depends on when you go over the small supplier threshold amount of \$30,000 (\$50,000 if you are a public service body). If your revenues are over the threshold amount in one calendar quarter, you are considered a registrant and must collect the GST/HST on the supply that made you go over the threshold amount. Your effective date of registration is the day of the supply that made you go over the threshold amount. You have 29 days from this day to apply for registration.

#### Example

Zuly began her business on January 1, 2009. Her taxable sales during the first three calendar quarters ending September 30 were \$25,000, meaning she was still a small supplier. In the quarter from October 1, 2009, to December 31, 2009, she had taxable sales of \$40,000, which included an order on November 20 for \$15,000 that pushed her sales above \$30,000 for the quarter. That means Zuly was no longer a small supplier as of November 20 and she had to charge the GST/HST on the \$15,000 sale **and any taxable sale made after that**. She has 29 days after that day to register for the GST/HST. Although she is considered to be a GST/HST registrant as of November 20, she has until December 19, 2009 to be registered.

If you are under the threshold amount in one calendar quarter, but you are over the threshold during four consecutive calendar quarters, you are considered to be a small supplier for those four calendar quarters and a month following those quarters. Your effective date of registration would be the day the first supply was made after you cease being a small supplier. You have 29 days from this day to register for the GST/HST.

## Example

Using the previous example, Zuly had the same taxable sales, except for the November 20 sale. Her sales in the quarter ending December 31, 2009, were \$25,000 (less than \$30,000 for the quarter but more than \$30,000 over the four quarters). She is a small supplier until January 31, 2010. Any taxable sale she makes on or after February 1, 2010, is subject to the GST/HST. She has until March 1, 2010, to register.

## Voluntary registration

If you are a small supplier and you are engaged in a commercial activity in Canada, you can **choose** to register voluntarily, even though you do not have to. If you register voluntarily, you have to charge and remit the GST/HST on your taxable supplies of goods and services, and you can claim ITCs for the GST/HST paid or payable on purchases related to these supplies. You have to stay registered for at least one year before you can ask to cancel your registration. For more information, see “Cancelling your registration” on page 69.

If you choose not to register, you do not charge the GST/HST (other than on certain taxable supplies of real property), and you cannot claim ITCs.

## How to register

Before you can register for a GST/HST account, you need a Business Number (BN). Your BN will be your business identification for all your dealings with us. For more information, see Booklet RC2, *The Business Number and Your Canada Revenue Agency Program Accounts*.

If you are incorporated, you may already have a BN and a corporate income tax account.

To set up a BN, a GST/HST account, and any other account you may need (for example, a payroll deduction or import account), go to [www.businessregistration.gc.ca](http://www.businessregistration.gc.ca), call 1-800-959-5525, or send us a completed Form RC1, *Request for a Business Number (BN)*.

### Note

It is the person or business entity that registers for the GST/HST. For example, it is the partnership that registers and not each partner.

If the physical location of your business is in Quebec, contact Revenu Québec at 1-800-567-4692.

## Fiscal year

Usually, your fiscal year for GST/HST purposes is the same as your tax year for income tax purposes. Generally, the tax year of the following persons is a calendar year:

- individuals and certain trusts;
- professional corporations that are members of a partnership (such as a corporation that is the professional practice of an accountant, a lawyer, or a doctor); and
- partnerships, where at least one member of the partnership is an individual, a professional corporation or another affected partnership.

However, some persons use non-calendar tax years. If you are a person described above that uses a non-calendar tax year approved by the CRA, you may want to use that same year as your GST/HST fiscal year.

A corporation generally uses its tax year for income tax purposes as its GST/HST fiscal year. However, if a corporation has a non-calendar tax year for income tax purposes, it can elect to use a calendar year as its GST/HST fiscal year.

If you are a corporation that uses a non-calendar year for income tax purposes and you use the same non-calendar year for GST/HST purposes and you change to another non-calendar tax year for income tax purposes, inform us of the change and we will change your GST/HST fiscal year to match it.

## How to change your fiscal year

To change your fiscal year, send us a completed Form GST70, *Election, or Revocation of an Election, to Change a GST/HST Fiscal Year*.

## Reporting periods

Reporting periods are the periods of time for which you file your GST/HST returns. For each reporting period, you have to prepare and send us a GST/HST return showing the amount of the GST/HST you charged or collected from your customers and the amount of input tax credits you are claiming.

Your reporting period is based on the revenue from your total taxable supplies of property and services made in Canada in your previous reporting periods, including zero-rated supplies of property and services and those of your associates, if applicable. This is your reporting period threshold amount.

When calculating this amount, **do not** include revenue from:

- supplies made outside Canada;
- zero-rated exports of goods and services;
- zero-rated supplies of financial services;
- taxable sales of capital real property; and
- goodwill.

When you register for the GST/HST, we assign you the reporting period that requires you to file your GST/HST returns the least frequently. You may be able to choose, based on the amount of revenue from your taxable supplies from your previous fiscal year, an optional reporting period (see the chart on the next page).

If you want to change your assigned reporting period, send us a completed Form GST20, *Election for GST/HST Reporting Period*, or call 1-800-959-5525.

To get forms, go to [www.cra.gc.ca/gsthstpub](http://www.cra.gc.ca/gsthstpub) or call 1-800-959-2221.

### Assigned and optional reporting periods

Annual taxable supplies threshold amounts	Assigned reporting period	Optional reporting periods
\$1,500,000 or less	Annual	Monthly, Quarterly
More than \$1,500,000 up to \$6,000,000	Quarterly	Monthly
More than \$6,000,000	Monthly	Nil

### When does your reporting period change?

If your threshold amount in the previous fiscal year was \$1,500,000 or less and you have not elected to report more frequently, you will have an annual reporting period throughout the current fiscal year.

If your revenue from taxable supplies is more than \$1,500,000 during the current fiscal year, you have to report more frequently beginning with the first fiscal quarter in the next fiscal year.

#### Example

ABC Corp is a registrant with an annual reporting period in 2009. During the 2009 fiscal year its sales were \$4,000,000. It has to report quarterly beginning with the first quarter of its 2010 fiscal year.

If you have a quarterly reporting period and your revenue from taxable supplies is more than \$6,000,000 during the previous fiscal quarters in the current fiscal year, you have to report monthly beginning with the first fiscal quarter after you went over the threshold amount.

#### Example

ABC Corp is a registrant with a quarterly reporting period in 2010. During the first three quarters of its 2010 fiscal year its sales were over the \$6,000,000 threshold. It has to report monthly beginning with the final quarter of its 2010 fiscal year.

We assign an annual reporting period to most listed financial institutions. They can choose to file monthly or quarterly GST/HST returns using Form GST20.

We assign annual reporting periods to charities, regardless of their revenues. They can choose to file monthly or quarterly returns using Form GST20. For more information, see Guide RC4082, *GST/HST Information for Charities*.

### Accounting periods

If your business uses accounting periods other than calendar months or quarters, you have to notify us of the periods you have chosen. For example, if your business uses an exact 52-week fiscal period, the date of your fiscal year-end will differ from year to year.

Usually, your accounting periods have to meet the following guidelines:

- Each fiscal month has to be shorter than 36 days and, except for the first and the last month in a fiscal quarter, longer than 27 days. You can apply to us to have one fiscal month per quarter that is longer than 35 days. You can also apply to have fiscal months, other than the first or last month of the quarter, that are shorter than 28 days.
- A fiscal quarter has to be shorter than 120 days and, except for the first and last fiscal quarters in the fiscal year, longer than 83 days.

If your business is using accounting periods other than calendar months or quarters, or if you want to use fiscal months that do not meet the guidelines, complete and send us Form GST71, *Notification of Accounting Periods*, or send us a written request before the first day of each fiscal year to which it relates.

If you do not notify us of your accounting periods, we will assign calendar months and calendar quarters, and you will have to wait until your next fiscal year to have the option to choose your accounting periods.

## Making changes to your GST/HST account

### Address changes

You can view the address we have on file for the physical location of your business, your mailing address, and your books and records in My Business Account at [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).

If your business or mailing address changes, you can update it by sending a request by mail or fax to your tax services office, or by calling 1-800-959-5525.

Your business address is the actual physical location of your business. If a street address is not available, use the legal description of the location of the business (for example, Lot 1, Concession 2).

Your mailing address can be different from your business address. For example, you may have a post office box or you might have your business mail delivered to your home or to your accountant instead of to your place of business.

You can have a different mailing address for each of your registered business accounts. For example, the mailing addresses for your GST/HST account, corporate income tax account, and payroll account can all be different.

You can stop the CRA from sending paper statements or the return envelope that accompanies a remittance voucher by going to My Business Account at [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).

### Telephone and fax number changes

If the telephone or fax numbers change for any owners, contacts, or representatives of the business, call 1-800-959-5525.

## Authorized representative or contact changes

An **authorized representative** is usually a third party, such as an accountant, bookkeeper, or lawyer, who is not an owner or employee of a business, but represents it. You can add, change, or cancel the authorized representative named on your GST/HST account online by using My Business Account or by sending a completed Form RC59, *Business Consent Form*, or a letter that provides the same information to your tax centre.

You can add, change, or cancel your authorized representative through My Business Account at [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount), or by writing to your tax centre. You can also cancel a representative by calling 1-800-959-5525.

A **contact** for a business is usually the owner or an employee of the business. If you want to add, change, or cancel the contact person named on your GST/HST account, you can update it online through My Business Account, by calling 1-800-959-5525, or by sending a letter to your tax centre.

## Direct deposit changes

To start direct deposit or to change your direct deposit information, complete and send Form GST469, *Direct Deposit Request (Non-Personalized)*. The information you provide will stay in effect until you request another change by sending us another Form GST469 or until you cancel your direct deposit. To get Form GST469, go to [www.cra.gc.ca/dd-bus](http://www.cra.gc.ca/dd-bus) or call 1-800-959-2221.

You can view your direct deposit information online through My Business Account at [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).

You can cancel your direct deposit using Form GST469 or by calling 1-800-959-5525. This is the only change we can make to your direct deposit information over the telephone.

## Legal entity type changes

If the legal status of your business ownership changes, you have to get a new BN with a new GST/HST account for the new legal entity (for example, when a business changes from a sole proprietorship to a partnership, two or more businesses amalgamate, or a partnership changes to a corporation). For more information, call 1-800-959-5525.

## Legal name changes

If you change the legal name of your business, notify us and send us the proper documents showing the name change. For example, the legal name of your business may change if you are:

- a sole proprietor whose own personal legal name changes;
- a partnership that takes on a new partner or loses a partner; or
- a corporation that changes its legal name and receives articles of amendment to show this change.

For more information, call 1-800-959-5525.

## Collecting the GST/HST

As a GST/HST registrant, you are responsible for collecting the GST/HST when you make taxable supplies (other than zero-rated supplies) of goods and services in Canada. You hold this tax in trust until you send it to us.

### Exception

In certain cases, you do not have to collect the GST/HST on a taxable sale of real property. Instead, the purchaser may have to pay the tax directly to us. For more information, see “Real property” on page 51.

## Informing your customers

You have to let your customers know if the GST/HST is being applied to their purchases. For taxable supplies (other than zero-rated supplies), you have to show:

- that the total amount paid or payable for a supply includes the GST/HST;
- the amount paid or payable for the supply and show the amount of the GST/HST payable on the supply separately; or
- the GST/HST rate that applies to the supply. If HST applies to the supply, show the total HST rate. Do not show the federal and provincial parts of the HST separately.

You can use cash register receipts, invoices, or contracts to inform your customers or you can post signs at your place of business.

## Sales invoices for GST/HST registrants

In addition to the general rules described above, you have to give customers who are GST/HST registrants specific information on the invoices, receipts, contracts, or other business papers that you use when you supply taxable goods and services. They need this information to support their claims for ITCs or rebates for the GST/HST you charged. Similarly, when you make business purchases, the invoices from your suppliers will support your claims for ITCs. If your customers ask you for an invoice or receipt so they can claim ITCs, you have to give them specific information, depending on the amount of the sale. For details of the information required, see the chart on the next page.

Information required	Total sale under \$30	Total sale of \$30 to \$149.99	Total sale of \$150 or more
Your business or trading name or your intermediary's* name	✓	✓	✓
The invoice date or, if you do not issue an invoice, the date on which the GST/HST is paid or payable	✓	✓	✓
The total amount paid or payable	✓	✓	✓
An indication of the total amount of the GST/HST charged or that the amount paid or payable for each taxable supply (other than zero-rated supplies) includes the GST/HST at the applicable rate		✓	✓
When you supply items taxable at the GST rate and one of the HST rates, an indication of which items are taxed at the GST rate and which are taxed at the applicable HST rate		✓	✓
Your Business Number or your intermediary's Business Number		✓	✓
The buyer's name or trading name or the name of the buyer's duly authorized agent or representative			✓
A brief description of the goods or services			✓
The terms of payment			✓

\* An intermediary is a registrant who, under an agreement with you, makes a supply on your behalf, or causes or facilitates the making of the supply by you.

### Disclosing the HST on sales subject to the point-of-sale rebates, or the Ontario First Nations point-of-sale relief

When disclosing the HST on an invoice or receipt issued for a sale of a designated item that you have paid or credited a rebate amount for the provincial part of the HST at the point of sale, you may show:

- the total amount of the HST payable or the total HST rate;
- the total HST payable as an amount net of the rebate amount paid or credited; or
- the total price of the qualifying item that includes HST at a net rate of 5%.

Under proposed changes, you may also use these options to disclose the HST on an invoice or receipt issued for a sale of qualifying property or service on which you have paid or credited an amount for the Ontario First Nations point-of-sale relief.

For more information, see "Point-of-sale rebates" on page 37 and "Ontario First Nations point-of-sale relief" on page 38.

### Provincial sales tax

When you have to charge the GST and the provincial sales tax (PST), calculate the GST on the price excluding the PST. For more information on how to calculate the PST, contact your provincial sales tax office. In the participating provinces, the HST includes both the federal and provincial parts.

### Rounding off fractional amounts

Round off the GST/HST to the nearest cent:

- If the amount is less than half a cent, round down.
- If the amount is equal to or more than half a cent, round up.

If your customer is buying more than one item and tax applies at the same rate on all items, you can total the prices of all taxable supplies of goods and services, calculate the GST/HST payable, and then round off the amount.

### Early-payment discounts and late-payment surcharges

#### Early-payment discounts

If you offer an early-payment discount on credit sales, you have to charge the GST/HST on the full invoice amount even if your customer takes the discount.

#### Example

You operate a business in Manitoba. You issue an invoice that shows the price of goods as \$100, plus the GST. The credit terms of the invoice give the customer a 2% discount if the customer pays within 10 days. Your customer pays within 10 days. You calculate the amount owed as follows:

Purchase price:.....	\$100
GST (\$100 × 5%):.....	5
Less discount: .....	(2)
Customer pays:.....	<u>\$103</u>

When you invoice an amount that is already net of the early payment discount, charge the GST/HST on the invoiced amount.

**Example**

You send a customer an invoice with instructions to pay \$100 plus tax if payment is made by March 23, or to pay \$110 plus tax if payment is made after March 23. You charge the GST/HST on the reduced invoiced amount of \$100, even if the customer makes the payment after the March 23 due date.

**Late-payment surcharges**

If you charge late-payment surcharges, you do not charge the GST/HST on the surcharge. GST/HST is payable only on the original invoiced amount.

**Example**

You operate a business in Manitoba. You issue an invoice that shows the price of goods as \$100, plus the GST. Your customer pays after the due date. If you charge \$5 for late payment of goods invoiced at \$100, the GST does not apply to the late charge. You calculate the amount owed as follows:

Purchase price: .....	\$100
GST (\$100 × 5%): .....	5
Add surcharge:.....	<u>5</u>
Customer pays: .....	<u>\$110</u>

**Volume discounts**

When you offer volume discounts to reduce the sale price, you can reduce the GST/HST payable. If you reduce the price if your customer buys a certain quantity of goods, the amount of the GST/HST you charge depends on whether you offer the discount at the time you make the sale or after you make the sale.

**At the time of sale**

If you offer a discount at the time of sale, you collect the GST/HST on the net amount (the sale price less the discount). The following sample invoice shows how to treat a volume discount at the time of sale.

<b>Dodd Company</b> 123 ABC Street Edmonton AB T0K 2B2		
<b>Sold To:</b> Flint Company		
<b>Date:</b> January 25, 2010		
<b>Business Number:</b> 123456789		
Description	Amount	Net amount
10 tables @ \$150.00 ea.	\$1,500	
Volume discount (10%)	(150)	\$1,350.00
40 chairs @ \$50.00 ea.	2,000	
Volume discount (10%)	(200)	1,800.00
Lamp	75	<u>75.00</u>
Subtotal		\$3,225.00
GST (\$3,225 × 5%)		<u>161.25</u>
Total		<u>\$3,386.25</u>

**After the sale**

Some businesses give volume discounts after they make the sale. The customer usually earns this type of volume discount over a period of time (for example, over a period of one year and not on a sale-by-sale basis). In this case, you have to choose whether to credit the GST/HST related to the amount of the discount.

If you adjust, refund, or credit the GST/HST for the volume discount amount, you have to issue a credit note to the customer to explain the adjustment, which is the discount and the related amount of the GST/HST. Alternatively, the customer can issue a debit note to you to indicate the adjustment. Treat credit or debit notes for this purpose the same way as you treat credit or debit notes for returned goods. For more information, see "Returned goods" on page 61.

You can deduct the amount of the GST/HST you adjust, refund, or credit to the customer if you included this amount in your net tax calculation for a previous reporting period. Your customer will have to repay any rebate claimed or add the amount of the GST/HST adjustment to their net tax if an ITC or rebate was previously claimed for the amount.

**Example**

Alberta Clothiers offers a 4% discount at the end of the year for customers that buy more than \$20,000 in goods. East End Fashions buys \$36,500 in goods from Alberta Clothiers during 2009. In January 2010, Alberta Clothiers credits East End Fashions \$1,533 (\$1,460 plus \$73 GST) and it issues a credit note. Alberta Clothiers already included the GST charged on its supplies to East End Fashions in its net tax calculation, so it can include the \$73 as an adjustment to its ITCs. Since East End Fashions already claimed ITCs for the amount, it has to include the \$73 in its net tax calculation.

If you do **not** adjust the amount of the GST/HST you charged, you do not have to adjust your net tax calculation. This is sometimes done when the customer is a GST/HST registrant and has already claimed an ITC. Any price reduction you make does not include a refund, adjustment, or credit of the GST/HST, and neither you nor the customer has to issue a credit or debit note for GST/HST purposes or make any adjustment on your GST/HST return.

#### Example

Using the above example, East End Fashions, a GST/HST registrant, informs Alberta Clothiers that it already claimed an ITC for its 2009 purchases. Alberta Clothiers credits it \$1,460, ignoring the GST. It does not have to issue a credit note and neither company will make an adjustment in its net tax calculation.

## Input tax credits

**A**s a registrant, you recover the GST/HST paid or payable on your purchases and expenses related to your commercial activities by claiming an input tax credit (ITC) on **line 106** of your GST/HST return.

You can claim ITCs only to the extent that your purchases and expenses are for consumption, use, or supply in your commercial activities.

There are some purchases and expenses for which you **cannot** claim an ITC, such as:

- certain capital property (for more information, see “Claiming ITCs for capital property” on page 21 and “Claiming ITCs for capital real property” on page 53);
- taxable supplies of goods and services bought or imported to make exempt supplies of goods and services;
- membership fees or dues to any club whose main purpose is to provide recreation, dining, or sporting facilities (including fitness clubs, golf clubs, and hunting and fishing clubs), unless you acquire the memberships to resell in the course of your business; and
- goods or services you bought or imported for your personal consumption, use, or enjoyment.

To claim an ITC, the expenses or purchases must be reasonable in quality, nature, and cost in relation to the nature of your business.

#### Note

You can claim an ITC for the HST you pay when you buy goods and services in a participating province to use in your commercial activities, even if your business is not located in a participating province.

If you are a new registrant, you may be able to claim an ITC for the GST/HST paid or payable on property such as capital property and inventory that you have on hand on the day you register. For more information, see “New registrants” on page 20.

#### Note

Charities are limited in the ITCs that they can claim because of the special calculation method called the net tax calculation for charities that they must use to complete their GST/HST returns. For more information, see Guide RC4082, *GST/HST Information for Charities*.

## Time limits for claiming ITCs

Most registrants claim their ITCs when they file their GST/HST return for the reporting period in which they made their purchases. However, you may have ITCs that you did not claim when you filed the return for the corresponding reporting period.

If so, you can claim those ITCs on a future GST/HST return as long as it is filed by the due date of the return for the last reporting period that ends within four years after the end of the reporting period in which the ITC could have first been claimed.

#### Example

You are a quarterly filer and you buy office furniture in the reporting period October 1, 2009, to December 31, 2009, for which you can claim an ITC. The due date of the return for this reporting period is January 31, 2010.

The last reporting period in which you can claim an ITC for the tax you were charged on the office furniture is the reporting period October 1, 2013 to December 31, 2013. The due date for this return is January 31, 2014. This means that you can claim the ITC in any return due and filed by January 31, 2014.

To support your claim for ITCs, the invoices or receipts you use must contain specific information. See the chart on page 14 for details on what is required.

The time limit for claiming ITCs is **reduced to two years** for:

- listed financial institutions (other than a corporation that is deemed to be a financial institution because it has made an election to have certain supplies deemed to be financial services and that election is in effect); and
  - persons with annual revenues from taxable supplies of goods and services of more than \$6 million for each of the two preceding fiscal years.
- However, the two-year time limit does not apply to the following persons even if they fall into the second category above (these persons have four years to claim their ITCs):
- charities; and
  - persons whose supplies of goods and services (other than financial services) during either of the two preceding fiscal years are at least 90% taxable supplies.

Under the two-year limit, you can claim your ITCs on any future return that is filed by the due date of the return for the last reporting period that ends within two years after the end of your fiscal year that includes the reporting period in which the ITC could have first been claimed.



### Example

You are a monthly filer with a fiscal year-end of December 31. You buy goods in the reporting period September 1 to 30, 2009, for which you can claim an ITC. The fiscal year that includes the September 2009 return ends on December 31, 2009. You can claim the ITC on any subsequent return for a reporting period that ends by December 31, 2011 and is filed by January 31, 2012.

## Recapture of ITCs

On July 1, 2010, Ontario and British Columbia (BC) harmonized their provincial sales tax with the GST to implement the HST in those provinces. As a temporary measure, it is proposed that **large businesses** have to recapture (repay) their ITCs for the provincial part of the HST paid or payable on specified property and services in Ontario and BC.

### Note

For the purpose of the recapture of ITCs requirements, large businesses have to report the recapture of their ITCs in the reporting period in which the property and services related to these ITCs are acquired.

Generally, you would be a large business during a given recapture period if your total revenue from annual taxable supplies (other than the sale of capital real property, a supply of a financial service, and an amount received for goodwill) is greater than \$10 million (including those of your associates) in their last fiscal year that ended before the recapture period. A recapture period is a 12 month period beginning July 1 of a calendar year and ending June 30 of the following calendar year that occurs during the time that the ITC recapture requirement is in effect (July 1, 2010 to June 30, 2018).

### Note

A public service body will not be considered to be a large business for purposes of the ITC recapture requirement.

You would also be considered a large business if you are one of the following financial institutions or a person that is related to one of the following financial institutions:

- a bank;
- a corporation that is licensed or otherwise authorized under the laws of Canada or a province to carry on in Canada the business of offering to the public its services as a trustee;
- a credit union;
- an insurer or any other person whose principal business is providing insurance under insurance policies;
- a segregated fund of an insurer; or
- an investment plan.

Details of the proposed changes to the definition of selected listed financial institution and its requirement to recapture ITCs are described in the Department of Finance's May 19, 2010 *Backgrounder – Financial Institution Rules for the Harmonized Sales Tax (HST)*, and the June 30, 2010 *Backgrounder – Harmonized Sales Tax Rules for Financial Institutions, Interment Rights and Streamlined Accounting Methods* and draft *Regulations Amending Various GST/HST Regulations, No. 2*, available on their Web site.

### Specified property

The following property and services are specified for the purposes of recapturing ITCs:

- energy (such as, electricity, gas, fuel, and steam), except when purchased by farms or used to produce goods for sale;
- telecommunication services other than Internet access and toll-free numbers;
- road vehicles weighing less than 3,000 kilograms (and parts and services) and in Ontario only, fuel (other than diesel) to power those vehicles; and
- food, beverages and entertainment subject to the 50% recapture rules for input tax credits. See "Meals and entertainment expenses" on the next page.

Generally, only specified property that is acquired or brought into Ontario or BC for use in those provinces is subject to the recapture of ITCs. However, property or services acquired for the sole purpose of being resupplied are excluded from the recapture requirement.

### How to report recaptured ITCs

If you have recaptured ITCs to report, you have to file your GST/HST return using GST/HST NETFILE. Using Schedule B, *Calculation of Input Tax Credits*, you report and subtract the amount of recaptured ITCs from your gross ITCs.

You have to report your gross ITCs and adjustments on **line 1400** of Schedule B. This is the total of all eligible ITCs and adjustments for the reporting period before accounting for the recaptured ITCs.

You then have to report the amount of your recaptured ITCs for the reporting period on **line 1401**.

Subtract the recaptured ITCs from your gross ITCs to get the net amount of ITCs. This is the amount you report on **line 108** of your GST/HST return.

You cannot simply remove the recaptured ITCs from your calculation and report the net amount of your ITCs. You also have to report your recaptured ITCs in the reporting period in which you incurred them. **Failing to recapture ITCs as and when required could result in penalties.**

For more information on completing Schedule B, see "Schedule B – Calculation of input tax credits" on page 76.

To simplify compliance, an election is available that would allow a large business to estimate the amount of recaptured ITCs in its monthly or quarterly reporting period and reconcile any differences between the amounts reported during the year and the actual amounts at year-end, using Schedule C, *Reconciliation of Recaptured Input Tax Credits (RITCs)*, within 3 months of the year end. However, for 2011 only, Schedule C cannot be completed or filed until April 2011.

For more information, see Form RC4531, *Election or Revocation of an Election to use the Estimation and Reconciliation Method to Report the Recapture of Input Tax Credits*.

Recapturing ITCs is a temporary measure. The rate of recapture will be 100% for five years, from July 1, 2010, until June 30, 2015. The rate of recapture will then be gradually reduced during a three-year phase out period with the rate of 0% applying after June 30, 2018.

For more information on the recapture of ITCs, see GST/HST Technical Information Bulletin B-104, *Harmonized Sales Tax – Temporary Recapture of Input Tax Credits in Ontario and British Columbia*.

## ITC restrictions

In certain situations there are restrictions on the amount that you can claim as an ITC. These restrictions depend on the type and nature of the expense. This section explains the restrictions on claiming ITCs for different types of expenses.

### Operating expenses

Examples of operating expenses for which you can claim an ITC are:

- commercial rents;
- equipment rentals;
- advertising;
- utilities; and
- office supplies (such as postage, computer disks, paper, and pens).

If you intend to use at least 90% of an operating expense for your commercial activities, you can claim a full ITC for the GST/HST you pay on that expense.

If you intend to use at least 90% of an operating expense for an exempt activity, you cannot claim an ITC for any of the GST/HST you pay on that expense.

#### Exception

Financial institutions must use 100% of an expense in commercial activities before they can claim a full ITC. However, they can claim a partial ITC even when they use less than 10% of an expense in commercial activities.

If you make both taxable and exempt supplies and you cannot allocate at least 90% of an expense to a commercial or exempt activity, you can only claim ITCs for the part of the expense you use in your commercial activities.

#### Example

You own a building in Nova Scotia where you operate your retail store (a commercial activity), and you rent an apartment on the upper floor to a residential tenant on a long-term basis (an exempt activity). The rent includes utilities. Your utility bill for the building that is used for both commercial and exempt activities includes \$80 HST. If you determine that 70% of the utility bill relates to the store and 30% to the apartment, you can claim an ITC for 70% of the HST you pay on your utility bill:

$$\$80 \times 70\% = \$56$$

The method you use to determine the percentage of operating expenses you use in your commercial activities has to be fair and reasonable and it has to be used consistently throughout the year. For example, a method commonly used is the number of square metres of space used in commercial activities as a percentage of the total space of the building.

### Procurement cards

Procurement cards or purchasing cards are charge cards with pre-set spending limits. These cards allow your employees to make business purchases more efficiently than through the normal purchase order or invoice cycle.

The statements and reports provided by the procurement card issuers might not provide enough information about your purchases to support your claim for ITCs.

Provided certain conditions are met, eligible registrants can apply to the CRA to use ratios to claim ITCs for individual purchases under \$1,000 made using procurement cards.

For more information, see Notice 199, *Procurement cards – Documentary requirements for claiming input tax credits*.

### Meal and entertainment expenses

You can claim an ITC for the GST/HST you pay on reasonable meal and entertainment expenses that relate to your commercial activities. When the deduction for income tax purposes is limited to 50% of the cost of meals and entertainment, 50% of the GST/HST you pay on those expenses qualifies for an ITC.

#### Note

The above rule does not apply to charities or public institutions. These persons may be able to claim a 100% ITC for the GST/HST they pay on eligible meal and entertainment expenses that relate to their commercial activities. For more information, call 1-800-959-5525.

You can choose **one** of the following two ways to calculate your ITCs for meal and entertainment expenses:

- You can claim 100% ITCs for these expenses throughout your fiscal year. If you file monthly or quarterly GST/HST returns, add the 50% adjustment for the excess ITCs you claimed during the year to your net tax calculation for the first reporting period of your next fiscal year. If you file annually, add the 50% adjustment to your net tax calculation for that fiscal year. Enter the adjustment on **line 104** of your return (or include it in your **line 105** calculation if you are filing electronically).
- You can claim 50% of the actual GST/HST you pay on these expenses during each reporting period. By choosing this method, you do not have to make any adjustments at the end of your fiscal year.

You can claim an ITC for the GST/HST you reimburse to your employees and partners for meal and entertainment expenses they incurred in Canada. However, these expenses are also subject to the 50% limit.

Large businesses may be subject to RITCs on 50% of the provincial part of ITCs allowed for meals and entertainment expenses. See "Recapture of ITCs" on page 17.

### Long-haul truck drivers

For long-haul truck drivers, the allowable ITC limits for tax paid on food and beverage expenses have been increased. The following chart shows the ITC limit for each year.

Allowable ITCs on food and beverage expenses for long-haul truck drivers	
Reporting period	Allowable ITC
Before March 19, 2007	50%
2007 (after March 18)	60%
2008	65%
2009	70%
2010	75%
After 2010	80%

If you are a quarterly or monthly filer and you decide to claim a 100% ITC for these expenses throughout the year, you have to make an adjustment for the excess ITCs you claimed during the year in your first reporting period of your next fiscal year.

Enter the adjustment on **line 104** of your return.

#### Example

You are a long-haul truck driver and you have a December 31 fiscal year-end. You have chosen a quarterly reporting period. You have also chosen to claim 100% of your ITCs for food and beverage expenses during the year.

When you file your return for the first quarter of 2010 you have to make an adjustment on **line 104** of your return for the excess ITCs you claimed during the 2009 fiscal year.

You claimed ITCs totalling \$100 for the GST/HST paid on food and beverage expenses during 2009. You calculate your adjustment as follows:

Adjustment for expenses  $\$100 \times 30\% = \$30$

Enter the \$30 adjustment on **line 104** of your return (or include it in your **line 105** calculation if you are filing electronically).

### Employee, partner, and volunteer expenses

#### Reimbursements

You can generally claim ITCs for the GST/HST included in reimbursements you pay to your employees or the partners in your partnership for expenses they incurred in Canada on your behalf for your commercial activities.

If you are a charity or public institution, you may also be able to claim ITCs for the GST/HST included in reimbursements you pay to your volunteers for expenses incurred on your behalf that relate to your commercial activities.

#### Note

Different rates and rules apply for claiming ITCs on reimbursements you paid to your employees or partners (or volunteers if you are a charity or a public institution) before 2008. If you paid a reimbursement before 2008, see GST/HST Info Sheet GI-039, *Applying the 2008 GST/HST Rate Reduction to Allowances and Reimbursements*.

You can choose one of the following methods to calculate your ITCs.

#### Method 1

Calculate an ITC for a reimbursement you paid as follows:

- if the GST was charged on 90% or more of the total amount you reimbursed for expenses, multiply by 4/104; or
- if the HST was charged on 90% or more of the total amount you reimbursed for expenses, multiply by:
  - 11/111 in British Columbia;
  - 14/114 in Nova Scotia; or
  - 12/112 in the remaining participating provinces.

#### Method 2

Determine the actual GST or HST you incurred on reimbursed expenses using the following formula:

$$A \times B$$

A is the GST/HST paid by the employee, partner, or volunteer on the goods or services; and

B is the lesser of the following:

- the percentage of the cost to the employee, partner, or volunteer that you reimburse (reimbursement divided by cost); and

- the extent to which the employee, partner, or volunteer acquired, imported, or brought into a participating province the goods or services for consumption or use in relation to your commercial activities.

### Example

Your employee is billed for an expense of \$560 (\$500 plus \$25 GST and \$35 PST) for use 100% in your commercial activity. You reimburse your employee \$345 for this expense.

You can claim an ITC equal to the lesser of the following amounts:

$$A \times B = \$25 \times \frac{\$345}{\$560} = \$15.40$$

and

$$A \times B = \$25 \times 100\% = \$25$$

You can claim an ITC of \$15.40 for the reimbursement.

The method you choose to calculate your ITCs for reimbursements must be used consistently throughout your fiscal year. For example, if you use method 1 to calculate your ITCs for meal and entertainment expenses reimbursed to one employee, you have to use the same method to calculate your ITCs for the same types of reimbursements to all of your employees.

### Allowances

Generally, you are considered to have paid the GST/HST on a reasonable allowance you pay to your employees or partners (or volunteers if you are a charity or a public institution) if you meet **all** of the following conditions:

- The allowance is used to pay GST/HST-taxable (other than zero-rated) expenses and at least 90% of the expenses are incurred in Canada, or the allowance is for the use of a motor vehicle in Canada.
- The allowance is or would be deductible for income tax purposes.
- The expenses incurred by your employees, partners, or volunteers would have been eligible for ITCs if you had incurred them.

To calculate the amount of GST or HST that you are considered to have paid on a reasonable allowance. Multiply the allowance by:

- 15/115 if 90% or more of the expenses were subject to the HST in Nova Scotia, or the allowance was for a motor vehicle used 90% or more in Nova Scotia;
- 12/112 if 90% or more of the expenses were subject to the HST in British Columbia, or the allowance was for a motor vehicle used 90% or more in British Columbia;
- 13/113 if 90% or more of the expenses were subject to the HST in one of the remaining participating provinces, or the allowance was for a motor vehicle used 90% or more in one of the remaining participating provinces;

- the lowest tax fraction (12/112, 13/113) if 90% of the expenses were subject to the HST in two or more participating provinces, or the allowance was for a motor vehicle used 90% or more in two or more participating provinces; or
- 5/105 in all other cases.

### Note

If you paid a reasonable allowance before 2008, see GST/HST Info Sheet GI-039.

A motor-vehicle allowance that is reasonable for income tax purposes also qualifies as a reasonable allowance for GST/HST purposes.

To claim your ITC, multiply the amount of GST/HST that you are considered to have paid on the allowance by the percentage use of the allowance in your commercial activities.

### Restriction – No ITCs on allowances and reimbursements paid for designated items subject to the point-of-sale rebates

You cannot claim an ITC for any part of an allowance or a reimbursement paid for a designated item, such as motor fuel purchased in British Columbia, that is subject to the point-of-sale rebate for the provincial part of the HST. For information on designated items, see “Point-of-sale rebates” on page 37.

### Home office expenses

You can claim ITCs for your home office expenses only if the work space is:

- your principal place of business; or
- used 90% or more to earn income from your business and used on a regular and continuous basis for meeting your clients, customers, or patients.

This restriction for home office expenses is similar to that used for income tax purposes. For more information, see Interpretation Bulletin IT-514, *Work Space in Home Expenses*.

### New registrants

If you are a new registrant, you can claim an ITC for the GST/HST paid or payable on property such as capital property, real property, and inventory that you had on hand to use in your commercial activities at the time you became a registrant. We consider that you bought the property at that time and paid GST/HST equal to the basic tax content of the property. For more information, see “Change-in-use rules for capital personal property” on page 22.

You can also claim an ITC for any GST/HST you prepaid for rent, royalties, or similar payments that relate to the period after you became a registrant. You cannot claim an ITC for the GST/HST paid or payable on services or accommodation you consumed, used, or supplied during a period before you became a registrant, even if you paid that GST/HST after you became a registrant.

### Example

You prepaid 3 months rent for office space for use in your commercial activities for the period January 1, 2010, to March 31, 2010. If you became a registrant on March 1, 2010, you can claim an ITC for the GST/HST you paid on rent for the month of March. You cannot claim an ITC for the GST/HST you paid for rent from January 1 to February 28 because that amount relates to the period before you became a registrant.

## Claiming ITCs for capital property

Capital property, for GST/HST purposes, is based on the meaning of the term for income tax purposes and includes:

- depreciable property (property that is eligible for capital cost allowance for income tax purposes); and
- other property that would result in a capital gain or capital loss for income tax purposes if you disposed of it.

Generally, capital property is property you buy for investment purposes or to earn income. It may include:

- real property, such as land or a building (for more information, see “Claiming ITCs for capital real property” on page 53);
- personal property such as equipment or machinery that you use in your business;
- photocopiers, computers, and cash registers;
- furniture and appliances used to furnish places such as offices, lobbies, and hotel rooms; and
- free-standing refrigerators, ovens, and other large appliances. Built-in appliances are fixtures that are usually considered to be part of real property.

### Note

Capital property for GST/HST purposes does **not** include property described for income tax purposes in class 12 (such as chinaware, cutlery, and certain tableware), class 14 (certain patents, franchises, concessions, or licences for a limited period), or class 44 (a patent or a right to use patented information for a limited or unlimited period). You can claim ITCs for these items based on the rules for operating expenses explained on page 18.

## Capital personal property

### Primary use rule

The general rule, known as the primary use rule, for claiming ITCs for capital personal property such as computers, equipment, and office furniture is as follows:

- If you use the capital personal property primarily (more than 50%) in your commercial activities, you can claim a full ITC.
- If you use the capital personal property 50% or less in your commercial activities, you cannot claim an ITC.

### Example

You bought a computer for \$2,000 plus the GST/HST. You will use the computer 60% in your commercial activities and 40% for personal use. Since you will use the computer more than 50% in your commercial activities, you can claim an ITC for the full amount of the GST/HST you paid for the computer.

### Note

The primary use rule also applies to public service bodies claiming ITCs for capital personal property.

### Exception

Financial institutions have to claim their ITCs for capital property based on the actual percentage of their use of the property in commercial activities.

## Passenger vehicles and aircraft

Corporations follow the primary use rule mentioned above to determine their ITCs for passenger vehicles and aircraft.

However, individuals and partnerships usually claim ITCs for passenger vehicles and aircraft based on the capital cost allowance (CCA) claimed for income tax purposes. If the use in commercial activities is 10% or less, you cannot claim any ITC. If the use in commercial activities is 90% or more, you can claim a full ITC.

You usually calculate your CCA for income tax purposes at the end of your fiscal year.

Once you have calculated your CCA, calculate your ITC by using one or more of the following formulas:

- $CCA \times 5/105$ , if you paid the GST on the purchase.
- The applicable formula if you paid the HST on the purchase:
  - $CCA \times 12/112$  in British Columbia;
  - $CCA \times 15/115$  in Nova Scotia; or
  - $CCA \times 13/113$  in the remaining participating provinces.
- If you paid the provincial part of the HST after bringing the vehicle or aircraft into a participating province from another participating province that has a lower tax rate:
  - $CCA \times 3/103$  into Nova Scotia from BC;
  - $CCA \times 2/102$  into Nova Scotia from a participating province other than BC; or
  - $CCA \times 1/101$  into a participating province other than Nova Scotia.
- If you paid the provincial part of the HST after bringing the vehicle or aircraft into a participating province from a non-participating province or importing it into Canada:
  - $CCA \times 7/107$  in British Columbia;
  - $CCA \times 10/110$  in Nova Scotia; or
  - $CCA \times 8/108$  in the remaining participating provinces.

If your tax year ended before January 1, 2008, see the chart on page 24 for the applicable rates.

## Example

You are self-employed and use your vehicle in your commercial activities and for personal use during 2010. The use in commercial activities is 60%. The CCA that you claimed for income tax purposes for your vehicle is \$3,000. The ITC you can claim is calculated as follows:

- $\$3,000 \times 5/105 = \$142.86$ , if you paid the GST;
- $\$3,000 \times 12/112 = \$321.43$ , if you paid the HST in British Columbia;
- $\$3,000 \times 15/115 = \$391.30$ , if you paid the HST in Nova Scotia; or
- $\$3,000 \times 13/113 = \$345.13$ , if you paid the HST in the remaining participating provinces.

## Improvement to capital personal property

An improvement to capital personal property means any property or service supplied or goods imported to improve the capital personal property, to the extent that the price paid for those supplies is included in determining the adjusted cost base of the capital personal property for income tax purposes.

You can claim an ITC for the GST/HST paid or payable for the acquisition or importation of an improvement to such property, if you are using the capital personal property primarily (more than 50%) in your commercial activities.

If the improvement is to a passenger vehicle or aircraft, you can add the cost of the improvement to the adjusted cost base of the passenger vehicle or aircraft. You cannot include any amount for improvements to a passenger vehicle that will make the adjusted cost base exceed the capital cost limitation. The capital cost limitation is \$30,000 plus GST/HST and PST.

## Musical instruments

If you are an individual who is a registrant and you use a musical instrument for employment purposes or in a business carried on by a partnership of which you are a member, we consider you to be using that instrument in your commercial activities. You can follow the primary use rule for claiming ITCs for capital personal property.

## Change-in-use rules for capital personal property

The use of capital personal property may change over time. You have to apply the change-in-use rules in the following situations:

- Your capital property that was used more than 50% in your commercial activities is now used 50% or less in your commercial activities.
- Your capital property that was used 50% or less in your commercial activities is now used more than 50% in your commercial activities.

In each situation, you have to determine the **basic tax content** of the property when the change occurs.

If you change the use from 50% or less in commercial activities to more than 50% in commercial activities, you can claim an ITC equal to the basic tax content. Generally, this means you can recover all or part of the GST/HST you paid when you bought the property and when you made any subsequent improvements to the property.

If you change the use from more than 50% in commercial activities to 50% or less in commercial activities, you have to remit an amount equal to the basic tax content. Generally, this means that you have to repay all or part of the GST/HST you claimed (or were entitled to claim) as an ITC when you bought the property and when you made any subsequent improvements to the property.

### Exception

There are specific change-in-use rules that apply to capital personal property of financial institutions.

We have simplified the basic tax content formula to accommodate most registrants. However, it may not apply to some registrants such as selected listed financial institutions. For more information, call **1-800-959-5525**.

## Calculating the basic tax content

The basic tax content formula is as follows:

$$(A - B) \times C$$

**A** is the GST/HST payable for your last acquisition of the property and for subsequent improvements you made to the property;

**B** is any rebate or refund you were entitled to claim (not including ITCs) for the GST/HST payable for your last acquisition of the property and for subsequent improvements you made to it; and

**C** is the **lesser** of:

- 1; and
- the fair market value of the property at the time of the change-in-use **divided by** the total cost (not including the GST/HST) for your last acquisition of the property and for subsequent improvements you made to it.

## Changing the use to more than 50% in commercial activities

When you buy capital personal property for use 50% or less in your commercial activities you cannot claim ITCs to recover the GST/HST paid or payable. However, if you later change the use of the property to more than 50% in your commercial activities, we consider you to have purchased the property and paid the GST/HST at that time. This means you can claim an ITC equal to the basic tax content of the property at that time.

### Note

If you later change the use again and begin to use the property 50% or less in your commercial activities, you may have to pay all or part of the GST/HST that you claimed, or were entitled to claim, as an ITC. For more information, see “Changing the use to 50% or less in commercial activities” on the next page.

---

### Example

You operate several commercial and residential rental buildings in Manitoba. You bought a tractor for use more than 50% in operating the residential rental buildings (an exempt activity) and paid the GST on your purchase. Since you were not using the tractor more than 50% in your commercial activities, you could not claim an ITC for the tax paid on this purchase and you were also not entitled to any refunds or rebates of that tax.

Cost of tractor..... \$10,000  
GST payable (\$10,000 × 5%) ..... \$500

Later, you change the use of the tractor and begin using it more than 50% for the commercial buildings (commercial activity). Since you are now using the tractor more than 50% in your commercial activities, you can claim an ITC equal to the basic tax content of the tractor at the time of the change-in-use.

The fair market value of the tractor at the time of the change-in-use is \$7,000. You did not make any improvements to the tractor since you bought it.

You calculate the basic tax content of the tractor as follows:

$$\begin{aligned}\text{Basic tax content} &= (A - B) \times C \\ &= (\$500 - \$0) \times (\$7,000/\$10,000) \\ &= \$350\end{aligned}$$

You can claim an ITC of \$350 by including this amount on **line 106** of your GST/HST return (or including it in your **line 108** calculation if you are filing electronically).

---

### Changing the use to 50% or less in commercial activities

When you buy capital personal property for use more than 50% in your commercial activities, you can claim an ITC to recover the GST/HST you paid, or that was payable, on your purchase. However, if you change the use of the property from more than 50% in your commercial activities to 50% or less in your commercial activities, you are considered to have sold the property and to have collected the GST/HST on that subsequent sale.

This generally means that you have to repay all or part of the GST/HST you claimed, or were entitled to claim, as an ITC when you bought the property and when you made any improvements to it.

The tax you have to account for is equal to the basic tax content of the capital personal property at the time of the change-in-use and has to be included in your net tax calculation when you file your GST/HST return for the reporting period in which the change-in-use occurred.

### Note

If you later change the use again and begin to use the property more than 50% in your commercial activities, you may be entitled to claim an ITC. For more information, see “Changing the use to more than 50% in commercial activities” on the previous page.

---

### Example

You are the operator described in the previous example. After changing the use of the tractor to more than 50% in your commercial activities, you now change the use back to 50% or less in your commercial activities. Since you are no longer using the tractor more than 50% in your commercial activities, you have to pay tax equal to the basic tax content of the tractor at the time of the change-in-use.

The tractor’s fair market value is now \$4,000. You have not made any improvements to the tractor. You calculate the basic tax content of the tractor as follows:

$$\begin{aligned}\text{Basic tax content} &= (A - B) \times C \\ &= (\$500 - \$0) \times (\$4,000/\$10,000) \\ &= \$200\end{aligned}$$

You include \$200 on **line 103** of your GST/HST return for the reporting period in which the change-in-use occurred.

---

### Sale of capital personal property

If you sell capital personal property that was used more than 50% in your commercial activities, you have to charge the GST/HST on the sale. However, you do not charge the GST/HST on the sale if the property was used 50% or less in your commercial activities (see the chart on the next page).

Special rules apply to municipalities. For more information, see Guide RC4049, *GST/HST Information for Municipalities*.

## ITCs for acquisition of capital personal property

	Percentage of use in commercial activities	Corporations and Public service bodies	Partnerships and individuals	Financial institutions
<b>Personal property</b>	≤50%	None	None	% of use
	> 50%	100%	100%	% of use
<b>Passenger vehicles<sup>1</sup> and aircraft</b>	≤10%	None	None	% of use
	>10% and ≤50%	None	CCA <sup>2</sup>	% of use
	>50% and <90%	100%	CCA <sup>2</sup>	% of use
	≥90%	100%	100%	% of use

<sup>1</sup> The part of the cost of passenger vehicles eligible for an ITC is limited to the capital cost limitation, which is \$30,000 (not including the GST/HST or provincial sales taxes).

<sup>2</sup> CCA is the capital cost allowance for income tax purposes. You determine your ITC annually using the following formulas:

**For tax years ending on or after January 1, 2008 (see below for exceptions)**  
 $CCA \times 5/105$ , if you paid the GST,  $CCA \times 13/113$  if you paid the HST  
**For tax years that began after July 1, 2006, and ended before January 1, 2008**  
 $CCA \times 6/106$ , if you paid the GST,  $CCA \times 14/114$  if you paid the HST  
**For a tax year that includes July 1, 2006**  
 $CCA \times 6.5/106.5$ , if you paid the GST,  $CCA \times 14.5/114.5$  if you paid the HST

In Ontario, BC, and Nova Scotia use the above formulas for tax years ending before July 1, 2010. **For tax years beginning on or after July 1, 2010**, the formulas are 13/113 in Ontario, 12/112 in BC, and 15/115 in Nova Scotia.

When you pay the provincial part of the HST for a vehicle or aircraft you brought into a participating province from a non-participating province for business purposes, you can claim an ITC by using the formula  $CCA \times 7/107$  in BC,  $CCA \times 10/110$  in Nova Scotia and  $CCA \times 8/108$  in the remaining participating provinces. When you bring a vehicle or aircraft into a participating province from another participating-province with a lower HST rate, you can claim an ITC (based on the difference between the rates) using the formula  $CCA \times 3/103$  into Nova Scotia from BC,  $CCA \times 2/102$  into Nova Scotia from a participating province other than BC, and  $CCA \times 1/101$  into a participating province other than Nova Scotia from BC.

If you use the vehicle or aircraft in both commercial and non-commercial activities, only the part of the CCA attributable to the commercial activities can be used to calculate your ITC.

## Capital real property

The rules for claiming ITCs for capital real property, such as a building, depend on whether you are a corporation, a partnership, an individual, a financial institution, or a public service body. For more information, see "Real property" on page 51.

## Simplified Method for claiming ITCs

The Simplified Method for claiming ITCs is an alternative way for eligible registrants to calculate their ITCs.

When you use the Simplified Method, you do not have to show the GST/HST separately in your records. Instead, total the amount of your taxable purchases for which you can claim an ITC. You still have to keep the usual documents to show your ITC claims in case we ask to see them.

You can use the Simplified Method if your annual worldwide revenues from taxable goods and services (including those of your associates) are \$500,000 or less in your last fiscal year.

Your total taxable supplies (including those of your associates) for all preceding fiscal quarters of the current fiscal year must also be \$500,000 or less. These limits do not include goodwill, zero-rated financial services, or sales of capital real property.

Also, you must have \$2 million or less in taxable purchases made in Canada in your last fiscal year to qualify to use this method. The \$2 million purchase limit does not include zero-rated purchases, but it does include purchases imported into Canada or brought into a participating province.

In addition, if you are a public service body, you must be able to reasonably expect that your taxable purchases in the current fiscal year will not be more than \$2 million.

### Exception

Listed financial institutions cannot use the Simplified Method to calculate ITCs.

If you qualify, you can start using the Simplified Method at the beginning of a reporting period. You do not have to file any forms to use it. Once you decide to use this method, you have to use it for at least one year if you continue to qualify.

## How does the Simplified Method work?

If you make purchases in both participating and non-participating provinces, you have to separate your taxable purchases based on the rate of GST/HST you paid.



You can use the Simplified Method to calculate ITCs only for purchases you use to provide taxable goods and services. If you use your purchases for personal use, or to provide both taxable and exempt goods and services, only the portion used for providing taxable goods and services can be included in the ITC calculation. If you use a purchase at least 90% of the time to provide taxable goods and services, you can include the total purchase price in your ITC calculation.

To calculate ITCs using the Simplified Method, follow these steps.

### Step 1

Add up your ITC-eligible business expenses. When you make purchases in both participating and non-participating provinces, you have to separately add up your purchases that are taxed at 5%, 12%, 13%, and 15%.

#### Note

If you are claiming ITCs for eligible expenses you incurred before 2008, you have to use the rate that was in effect at that time.

Include purchases of capital personal property and improvements to such property if you use the property more than 50% in your commercial activities. Your totals will include:

- the GST or the HST;
- non-refundable PST (only for GST-taxable purchases);
- taxes or duties on imported goods;
- reasonable tips;
- interest and penalty charges related to purchases taxable at the GST or the HST rate; and
- reimbursements paid to employees, partners, and volunteers for taxable expenses.

Do **not** include:

- expenses on which you have not paid the GST/HST such as employees' salaries, insurance payments, interest, exempt or zero-rated purchases, and purchases from a non-registrant;
- purchases you made outside Canada that are not subject to the GST/HST;
- real property purchases;
- refundable or rebatable PST;
- purchases for which you are not entitled to claim an ITC such as:
  - the part of any purchase that you use for personal use;
  - the part of any purchase that you use to provide exempt goods and services;
  - capital personal property that you do not use more than 50% in your commercial activities; and
  - the part of the cost of a passenger vehicle that is more than the capital cost limitation for income tax purposes (for more information, see the chart on the previous page);

- 50% of the meal and entertainment expenses (you can include 100% of the expenses and make the 50% adjustment at the end of your fiscal year). This does not apply to charities and public institutions (they can include 100% of the meal and entertainment expense with no adjustment);
- if you are a long-haul truck driver, the applicable percentage of food and beverage expenses for which you cannot claim an ITC. To find out the appropriate percentages, see "Long-haul truck drivers" on page 19 (you can include 100% of the expenses and make the adjustment at the end of your fiscal year);
- if you are an individual or a partnership, passenger vehicles or aircraft you bought or imported that you will not use 90% or more in commercial activities (for more information, see the chart on the previous page); and
- amounts paid or payable in reporting periods before you started using the Simplified Method to calculate your ITCs.

#### Note

If you also use the Quick Method of accounting, only include business purchases for which you are entitled to claim ITCs, such as purchases of capital equipment.

### Step 2

Multiply the amount(s) you calculated in Step 1 by:

- 5/105 for purchases on which you paid 5% GST;
- 12/112 for purchases on which you paid 12% HST;
- 13/113 for purchases on which you paid 13% HST; and
- 15/115 for purchases on which you paid 15% HST.

#### Note

If you are claiming ITCs for eligible expenses you incurred before 2008, the fractions you will use in Step 2 are 6/106 if you paid 6% GST, 7/107 if you paid 7% GST, 14/114 if you paid 14% HST, or 15/115 if you paid 15% HST.

### Step 3

Add the following amounts, if they apply, to your ITC amount calculated in Step 2:

- ITCs you did not claim before you started using the Simplified Method, as long as the time limit for claiming them has not expired;
- ITCs for the GST/HST paid or payable on real property purchases (for more information, see "Claiming ITCs for capital real property" on page 53); and
- if you are an individual or a partnership, the ITC you can claim for a passenger vehicle or an aircraft used less than 90% in your commercial activities.

Enter this total on **line 106** of your GST/HST return (or include it in your calculation for **line 108** if you are filing electronically).

**Example** (includes 5% GST and 7% PST)

Description	Expenses*
Rent	\$ 1,070
Employees' salaries**	3,000
Insurance**	50
Capital property used more than 50% in commercial activities	575
Advertising	214
Office supplies	230
Inventory purchases	1,150
Land***	<u>21,400</u>
<b>Total purchases and expenses</b>	<b><u>\$27,689</u></b>

\* Includes GST and any non-refundable PST.  
 \*\* GST does not apply.  
 \*\*\* Does not include any PST.

**Step 1**

Add all purchases and expenses including the GST and PST	\$27,689
Subtract employees' salaries, insurance and land (\$3,000 + \$50 + \$21,400)	<u>(\$24,450)</u>
Taxable expenses	\$3,239

**Step 2**

Multiply taxable expenses by 5/105 (\$3,239 × 5/105)	\$154.24
--	----------

**Step 3**

ITCs on taxable expenses	\$154.24
Add ITC on land (\$21,400 × 5/105)	<u>\$1,019.05</u>
<b>ITC</b>	<b><u>\$1,173.29</u></b>

## Calculating your net tax

You have to calculate your net tax for each GST/HST reporting period and report this on your GST/HST return. To do so, calculate:

- the GST/HST charged on your taxable supplies made during the reporting period; and
- the GST/HST paid and payable on your business purchases and expenses for which you can claim an ITC.

The difference between these two amounts, including any adjustments, is called your **net tax**. It is either your GST/HST remittance or your GST/HST refund. If you charged more GST/HST than the amount paid or payable, send us the difference. If your GST/HST paid or payable is more than you charged, you can claim a refund of the difference.

For most businesses, this calculation is straightforward. However, to help reduce paperwork and bookkeeping costs, most small businesses can use the Quick Method of accounting to calculate their GST/HST remittance. For more information, see "Quick Method of accounting" on the next page.

**Note**

Most charities have to use a special net tax calculation method for reporting the GST/HST they charge and for claiming ITCs. For more information, see Guide RC4082, *GST/HST Information for Charities*.

There is also a special calculation method for selected listed financial institutions to determine their net tax liability for the provincial part of the HST for a particular fiscal year. For more information, see Guide RC4050, *GST/HST Information for Selected Listed Financial Institutions* and the Department of Finance's May 19, 2010, *Backgrounder – Financial Institution Rules for the Harmonized Sales Tax (HST)*, and the June 30, 2010, *Backgrounder – Harmonized Sales Tax Rules for Financial Institutions, Interment Rights and Streamlined Accounting Methods* and draft *Regulations Amending Various GST/HST Regulations, No. 2*, available on their Web site.

Different simplified accounting methods are available for charities, qualifying non-profit organizations, and other public service bodies. For more information, see the following publications:

- Guide RC4049, *GST/HST Information for Municipalities*;
- Guide RC4081, *GST/HST Information for Non-Profit Organizations*;
- Guide RC4082, *GST/HST Information for Charities*; and
- Guide RC4247, *The Special Quick Method of Accounting for Public Service Bodies*.

## GST/HST charged and not collected

You are liable for the GST/HST you charge on goods or services on the day you receive payment or the day the payment is due, whichever is earlier. We usually consider payment to be due on the date you issue an invoice or the date specified in an agreement, whichever comes first. If you issue an invoice before you receive the payment, you have to include the GST/HST charged on this invoice in the reporting period that includes the date of the invoice, even if you have not yet collected the tax. Include the GST/HST you charged for both paid and unpaid invoices on **line 103** of your GST/HST return (or include it in your calculation for **line 105** if you are filing electronically) for the reporting period in which you issued the invoices.

## GST/HST not charged

If you are required to charge the GST/HST but did not charge it, you are still liable for the tax. You have to include the GST/HST that you should have charged in the reporting period during which you should have collected the tax.

## GST/HST payable and not paid

When you calculate your ITCs, you can include the GST/HST for purchases and expenses for which you have been invoiced but not yet paid. This means that you can get a credit for the GST/HST you owe to your suppliers before you pay the invoice.

## Bad debt adjustments

If you already included the GST/HST on a credit sale on your GST/HST return, you remitted any outstanding net tax, and that sale became in whole or in part a bad debt, you can recover the GST/HST as a tax adjustment on **line 107** of your return (or include it in your **line 108** calculation if you are filing electronically). To do this, the debt has to be written off as a bad debt in your records, and you have to deal with the person at arm's length.

Use the following formula to calculate the tax adjustment. This formula is based on the tax that was payable at the time of the supply.

$$A \times \frac{B}{C}$$

**A** is the GST/HST payable on the sale;

**B** is the total amount that remains unpaid for the supply that was written off as a bad debt, including the GST/HST and applicable PST; and

**C** is the total amount of the sale, including the GST/HST and applicable PST.

### Example

You receive only a partial payment of \$800 toward a credit sale of \$1,120, including \$50 GST and \$70 PST. The remaining unpaid balance of \$320 later proves to be uncollectible and you write it off as a bad debt.

$$\begin{aligned} \text{Tax adjustment} &= \$50 \times \frac{\$320}{\$1,120} \\ &= \$14.29 \end{aligned}$$

You can recover GST of \$14.29 as a tax adjustment on **line 107** of your GST/HST return.

You have to make the tax adjustment on a return filed within **four years of the due date** of the return for the reporting period in which you wrote off the bad debt.

## Bad debt recovered

If you claimed a bad debt adjustment on **line 107** and you later receive a payment towards that debt, you have to include the GST/HST part of that amount as an adjustment on **line 104** of your GST/HST return for the reporting period in which the amount is recovered (or include it in your **line 105** calculation if you are filing electronically).

Use the following formula to calculate this tax adjustment:

$$A \times \frac{B}{C}$$

**A** is the amount of the bad debt you recovered;

**B** is the GST/HST payable for the supply to which the bad debt relates; and

**C** is the total amount of the sale, including the GST/HST and applicable PST.

### Example

In 2008, you made a credit sale of \$1,120, including \$50 GST and \$70 PST. The amount later proved to be uncollectible and you wrote it off as a bad debt. You claimed \$50 GST as a tax adjustment on **line 107** of your GST/HST return. In 2010, you receive a payment of \$400 towards the debt.

$$\begin{aligned} \text{Tax adjustment} &= \$400 \times \frac{\$50}{\$1,120} \\ &= \$17.86 \end{aligned}$$

You have to include GST of \$17.86 on **line 104**.

## Quick Method of accounting

The Quick Method of accounting is a simple way to calculate the GST/HST you have to remit. You can begin using this method if the annual worldwide revenue from your taxable supplies and those of your associates (including zero-rated supplies) is no more than \$200,000 (including the GST/HST) in any four consecutive fiscal quarters over the last five fiscal quarters. The \$200,000 limit does **not** include the following:

- supplies of financial services;
- sales of real property;
- sales of capital assets; and
- goodwill.

Certain businesses **cannot** use the Quick Method, including:

- accountants;
- bookkeepers;
- financial consultants;
- lawyers (or law offices);
- actuaries;
- notaries public;
- listed financial institutions;
- audit services; and
- tax return preparation services or tax consultants.

## How does the Quick Method work?

With the Quick Method, you charge and collect the GST/HST on taxable goods and services you supply to your customers in the usual way. But, to calculate the net GST/HST to remit, you multiply your taxable supplies including the GST and your taxable supplies including the HST made during the reporting period by the applicable Quick Method remittance rate(s).

The remittance rates depend on the following factors:

- whether you are in the service, retail, or manufacturing business;
- the province in which your permanent establishment is located; and
- the province where your supplies are made or your services are provided.

The remittance rates are less than the GST/HST rates of tax that you charge. This means that you remit only a part of the tax that you charge or collect. The part that is not remitted under this method is reported as income on your income tax return.

If you use this method, you have to continue using it for at least a year. There are other rules as well.

For more information, see Guide RC4058, *Quick Method of Accounting for GST/HST*.

## Input tax credits

You cannot claim input tax credits (ITCs) for your operating expenses if you use the Quick Method. The Quick Method remittance rates take into account the GST/HST you pay on these purchases and expenses. You do not have to keep track of the GST/HST paid or payable on your operating expenses (such as utilities, rent, and telephone expenses), meal and entertainment expenses, and inventory purchases. However, you still have to keep records of your purchases and expenses.

You can claim ITCs for certain purchases such as purchases of land and purchases for which you can claim a capital cost allowance for income tax purposes, such as computers, vehicles, and other large equipment and machinery.

## How do I start using the Quick Method?

To start using the Quick Method, send us a completed Form GST74, *Election and Revocation of an Election to Use the Quick Method of Accounting*. To get forms, go to [www.cra.gc.ca/gsthstpub](http://www.cra.gc.ca/gsthstpub) or call 1-800-959-2221.

You have to make this election before you can start filing your GST/HST returns using the Quick Method.

For instructions on how to complete your GST/HST return using the Quick Method, see “Quick Method” on page 74.

## GST/HST returns

Unless you have filed a GST/HST return electronically, we will automatically send you Form GST34, *Goods and Services Tax/Harmonized Sales Tax (GST/HST) Return for Registrants*, which includes pre-printed information about your account.

### Note

Form GST34 is two double-sided pages long. Use Part 1 as a working copy. Keep it for your records and send us the completed Part 2 (the bottom of page 3).

Form GST34 is not available on our Web site as we can only provide it in a pre-printed format. If you do not get it within 15 working days of the end of your reporting period, or if you lose it, you can use Form GST62, *Goods and Services Tax/Harmonized Sales Tax (GST/HST) Return (Non-personalized)*. This non-personalized form contains all of the same information as Form GST34, except you have to enter your personal data. Form GST62 is also not available on our Web site, but you can order it online at [www.cra.gc.ca/orderforms](http://www.cra.gc.ca/orderforms) or by calling 1-800-959-2221.

### Note

Form GST62 is one double-sided page. Use Part 1 on the top of the front page as a working copy. Keep it for your records. Detach and send us the completed Part 2 (the bottom of the page).

You still have to file your return by the due date even if you do not receive a personalized return (Form GST34) or if you lose that return.

For more information, see a sample of page 1 of Form GST34 at the end of this guide and “Instructions for completing your GST/HST return” on page 70.

### Note

If you are a non-resident, complete your GST/HST return in Canadian dollars and remit any amounts owing in Canadian dollars.

## Filing and remitting due dates

### Monthly and quarterly filers

If you have a monthly or quarterly reporting period, you have to file your GST/HST return and remit any amount owing no later than one month after the end of your reporting period.

### Annual filers

If you have an annual reporting period, you usually have to file your return and remit any amount owing no later than three months after the end of your fiscal year.

#### Exception

Your GST/HST payment is due by April 30 if:

- you are an individual with business income for income tax purposes;
- you file annual GST/HST returns; and
- you have a December 31 fiscal year-end.

Although your payment is due April 30, you have until June 15 to file your GST/HST return.

As an annual filer, you may also have to pay quarterly instalments. If so, they are due no later than one month after the last day of each fiscal quarter. For more information, see “Instalment payments” on page 35.

Most registrants who are listed financial institutions with a fiscal year reporting period that begins after September 23, 2009, will file the return within six months after the end of the year instead of within three months. If the reporting period is monthly or quarterly, the listed financial institutions continue to file the return within one month after the end of the reporting period.

A person who is a selected listed financial institution with a fiscal month or fiscal quarter reporting period must file an interim return (GST34) for each period within one month after the end of the period, as well as file a final return (GST494) no later than six months (rather than three months) for reporting periods in any fiscal year that begins after September 23, 2009.

Selected listed financial institutions with a fiscal year reporting period only file a final return. For fiscal years that begin after September 23, 2009, the filing due date is six months after the end of the fiscal year instead of three months.

## How to file your return and remit any amount owing

Depending on your situation, you may be required to use a specific method for filing your GST/HST return and remitting any amount owing or you may have different filing options.

### Mandatory electronic filing

For reporting periods ending July 1, 2010, or later, most registrants have to file their GST/HST return electronically. The following registrants have to file electronically:

- GST/HST registrants that have a reporting period threshold greater than \$1.5 million (except for charities);
- all registrants required to recapture input tax credits for the provincial part of the HST on certain inputs in Ontario and British Columbia (BC); and
- builders affected by the transitional housing measures in Ontario and BC.

As a result of these changes, all registrants, including registrants whose account is administered by Revenu Québec, are now eligible to file electronically. The filing options available to you depend on your reporting circumstances. In certain situations, you may be required to file your GST/HST return using a specific filing method.

#### Note

This information does not apply to selected listed financial institutions.

### Filing your return electronically

The Canada Revenue Agency (CRA) offers several electronic filing options for GST/HST registrants, as outlined below. In some cases you will be required to file electronically and in certain situations you have to use a specific electronic filing method.

If you have any rebate applications that relate to your GST/HST return that you are filing electronically, the rebate applications should be sent by mail no later than the day you file your electronic return to the following address:

**Summerside Tax Centre**  
275 Pope Road  
Summerside PE C1N 6A2

#### Note

Effective October 4, 2010, if you are a GST/HST registrant, you can file your public service bodies' rebate applications electronically with your GST/HST returns using GST/HST NETFILE.

A penalty will apply if you are required to file electronically and you do not do so. For more information, see "Failure to file electronically" on page 33.

Electronic filing methods are described below. For payment options, see "How to remit an amount owing for an electronically filed return" on the next page.

If you are a selected listed financial institution, you cannot file your final return electronically. For more information, including how a selected listed financial institution should file its returns, see Guide RC4050, *GST/HST Information for Selected Listed Financial Institutions*, and Form GST 494, *Goods and services Tax/Harmonized Sales Tax Final Return for Selected Listed Financial Institutions*.

### GST/HST NETFILE

To file your return electronically using GST/HST NETFILE, go to the "Ready to file" page on the CRA Web site and enter the required information, including your four-digit access code.

As of April 12, 2010, all GST/HST registrants whose account is administered by the CRA will receive a four-digit access code.

You have to file your GST/HST return for a reporting period using GST/HST NETFILE if, during the reporting period, you are:

- required to recapture input tax credits (ITCs) for the provincial part of the HST on certain inputs in Ontario and BC;
- a builder who makes a taxable sale of a grandparented housing unit in Ontario, BC, or Nova Scotia during the reporting period and the purchaser of the unit is not entitled to claim a GST/HST new housing rebate or a GST/HST new residential rental property rebate;
- a first reseller that, during the reporting period, made a taxable sale of a housing unit that was subject to the HST at 13% in Ontario, 12% in BC, or 15% in Nova Scotia, and you had purchased that housing unit on a grandparented basis from the original builder;
- required to account for the transitional tax adjustment amount in your net tax calculation for the reporting period; or
- a builder reporting a provincial transitional new housing rebate (either a rebate that you are entitled to claim or a rebate that is assigned to you by a purchaser who is entitled to claim the rebate).

For more information, see GST/HST Info Sheet GI-099, *Builders and Electronic Filing Requirements*.

#### Note

You have to file your return for a reporting period using either **GST/HST NETFILE** or **GST/HST TELEFILE** if:

- you are a builder that is not required to use only GST/HST NETFILE (as indicated on the previous page);
- your reporting period threshold in your previous fiscal year was greater than \$1.5 million;
- you paid or credited a GST/HST new housing rebate during the reporting period, including a provincial new housing rebate in respect of the provincial part of the HST; and
- you are claiming the amount of the rebate as a deduction in calculating your net tax for the reporting period.

For more information about GST/HST TELEFILE, see the section below.

To use GST/HST NETFILE or for more information, go to [www.cra.gc.ca/gsthst-netfile](http://www.cra.gc.ca/gsthst-netfile) or [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).

### GST/HST TELEFILE

To file your return electronically using GST/HST TELEFILE, call **1-800-959-2038** using your Touch-Tone telephone. An automated telephone process will prompt you to give your GST/HST information, including your four-digit access code, using the phone keypad.

As of April 12, 2010, all GST/HST registrants whose account is administered by the CRA will receive a four-digit access code.

To use TELEFILE or for more information, go to [www.cra.gc.ca/gsthst-telefile](http://www.cra.gc.ca/gsthst-telefile).

You **cannot** use TELEFILE if you are required to file your GST/HST return using only GST/HST NETFILE, as indicated in the previous section. For example, when you are required to recapture ITCs on the provincial part of the HST or you have information to report as a result of the transitional housing measures in Ontario, Nova Scotia, or BC. For more information, see “GST/HST NETFILE” on the previous page.

#### Note

You may be required to file your return using GST/HST NETFILE or TELEFILE. For more information, see the previous section.

### GST/HST Internet file transfer (GIFT)

This option allows you to file your return electronically using third-party CRA certified accounting software.

For more information, go to [www.cra.gc.ca/gsthst-internetfiletrans](http://www.cra.gc.ca/gsthst-internetfiletrans).

You **cannot** use this method if you are required to file your GST/HST return using GST/HST NETFILE or TELEFILE, as indicated in the two previous sections, “GST/HST NETFILE” and “GST/HST TELEFILE.”

### Electronic Data Interchange (EDI)

Returns and remittances can also be filed electronically through a participating financial institution. For more information, go to [www.cra.gc.ca/gsthst-edi](http://www.cra.gc.ca/gsthst-edi) or contact your financial institution.

You **cannot** use this method if you are required to file your GST/HST return using GST/HST NETFILE or TELEFILE. For more information, see “Mandatory electronic filing” on the previous page.

### When can you choose to file electronically or use a paper GST/HST return?

You can file your return using any of the electronic filing methods mentioned in the previous sections (GST/HST NETFILE, GST/HST TELEFILE, GIFT, or EDI) if you are not required to use GST/HST NETFILE or TELEFILE as discussed in the previous sections. You can file your return by using a paper return only if you are not required to file electronically.

### My Business Account

You can file your GST/HST return electronically through My Business Account without a Web access code. To do so, log in to My Business Account using your user ID and password. You can also view the status of your return, your account balance, and your transactions. For more information, go to [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).

### How to remit an amount owing for an electronically filed return

Pay electronically using the CRA’s My Payment option. My Payment allows individuals and businesses to make payments online, using the CRA Web site, from an account at a participating Canadian financial institution. For more information on this self-service option, go to [www.cra.gc.ca/mypayment](http://www.cra.gc.ca/mypayment).

You can also pay electronically using your financial institution’s Internet or telephone banking service.

If you choose not to pay electronically, you can use Form RC158, *GST/HST NETFILE/TELEFILE Remittance Voucher*, to remit an amount owing on a return that you file using GST/HST NETFILE or TELEFILE. **Do not use the remittance part of your GST/HST return.**

Form RC158 is not available on our Web site as we can only provide it in a pre-printed format. To order this personalized form, see page 81.

### At your financial institution

If you are remitting an amount owing, you can take your return and remittance to your participating financial institution in Canada.

You **cannot** file your return at a financial institution if you are required to file your GST/HST return electronically (see “Mandatory electronic filing” on the previous page) or if you are claiming a refund, filing a nil return, or offsetting an amount owing on the return by a rebate or refund.

In these cases, you have to use one of the other filing methods described in this section.

If you are paying at a financial institution and your return requires attached documentation, you will have to send us these documents separately.

## By mail

You can mail your return and your remittance, if any, to the address shown on the GST/HST return.

Print your Business Number on your cheque and make it payable to the Receiver General. Do not send cash in the mail. To avoid processing delays, do not staple or attach receipts or other supporting documents to your return.

### Note

If your GST/HST payment is \$50,000 or more, you must pay electronically or at your financial institution.

You **cannot** mail your return and payment together if you are required to file your GST/HST return electronically. For more information, see "Mandatory electronic filing" on page 29.

## Are you a sole proprietor with an annual reporting period?

If you are a sole proprietor with an annual reporting period and you use a calendar year, your return is due June 15, but **your payment is due no later than April 30**. You can choose to file your return together with your remittance by April 30. You can also choose to remit the amount owing by April 30 and file the return separately by June 15. Use the applicable form to remit any amount owing as follows:

- Unless you are required to file electronically, use Form GST34, *Goods and Services Tax/Harmonized Sales Tax (GST/HST) Return for Registrants*, if you remit the amount owing and file the return **together by April 30**. You can also use Form GST62, which is the non-personalized version of Form GST34.
- Pay online (if you have access to online banking at a participating financial institution) through My Payment at [www.cra.gc.ca/mypayment](http://www.cra.gc.ca/mypayment) or use Form RC177, *GST/HST Balance Due Remittance Voucher* to remit an amount owing by April 30 and file the return **separately by June 15**.

Form RC177 is not available on our Web site as we can only provide it in a pre-printed format. To order this personalized form, see page 81.

## Date received

When a due date falls on a Saturday, a Sunday, or a public holiday, we consider your return and remittance to be on time if we receive them on the next business day.

We will charge a penalty if we do not receive your return on time, unless there is a nil balance or we owe you a refund on the return. We will also charge interest on any outstanding amounts you owe.

## Returns

If you send your return by mail, we consider the date of the postmark to be the date we received it.

## Payments and remittances

We do not consider that you have paid or remitted an amount you owe on a return until we or a participating financial institution actually receives it. To avoid interest charges on a late payment, make sure we receive any amount due by the appropriate due date.

If you make your remittance through an automated teller machine (ATM) at your participating financial institution, we do not consider that we have received your payment until the financial institution processes the ATM transaction. Allow sufficient time (generally two or three days) for the financial institution to process the payment and credit the Receiver General account.

For information on penalties and interest that may be imposed if the payment or remittance is late, see "What penalty and interest do we charge?" on page 33.

## Direct deposit

We can deposit your refunds or certain rebates directly into your bank account. If you want to use this option, complete and send us Form GST469, *Direct Deposit Request (Non-Personalized)*. For more information, see "Direct deposit changes" on page 13.

## Branches or divisions filing separate returns

Although you have to register your business as a single entity, you can apply to have your branches or divisions file their own returns. To do this, use Form GST10, *Application or Revocation of the Authorization to File Separate GST/HST Returns and Rebate Applications for Branches or Divisions*.

To qualify, your branches or divisions have to be separately identified either by their location or by the nature of their activities, and separate records must be kept. The branches and divisions have to keep the same reporting periods as the head office.

### Note

If you make this election and you are required to file electronically or you are required to file using a specific method, all of the branches or divisions identified in the election also have to file electronically.

## Using a rebate or refund to decrease an amount owing on your GST/HST return

You can offset the net tax you owe on your GST/HST return with certain GST/HST rebates to which you are entitled. The application forms for these rebates contain a section where you choose to either send the rebate application to us directly or apply the rebate amount to the net tax on your GST/HST return on **line 111**. For more information on the types of rebates that can be applied to an amount owing on your GST/HST return, call 1-800-959-5525.

If you file your return and rebate application together, or if you file your return electronically, remit only the difference (if any) between the amount of the rebate and the GST/HST you owe on your return. If the rebate is more than the amount of the GST/HST you owe, we will refund you the difference. If you filed your GST/HST return electronically, send the rebate application by mail to the Summerside Tax Centre.

#### Note

Effective October 4, 2010, if you are a GST/HST registrant, you can file your public service bodies' rebate applications electronically with your GST/HST returns using GST/HST NETFILE.

If you filed a paper return, write the amount of your rebate on **line 111** of your return, and include your completed rebate application with the return.

Unless you are required to file electronically (see "Mandatory electronic filing" on page 29), you can also file two or more returns together, offsetting the net tax you owe on one return with a refund claimed on the other. For example, if your business has branches that file separate returns, you can offset your GST/HST remittance by the amount of any refund to which any of your branches are entitled. To do so, file the returns together.

If you are offsetting a remittance by the amount of a refund or rebate, mail all applicable GST/HST returns and rebate applications together to the address shown on your return. Make sure we receive your return, rebate application, and any remittance by the due date. If you file your return electronically and wish to offset the tax you owe by filing a paper rebate application, you should file the rebate application no later than the day you file your electronic return.

Although financial institutions will accept GST/HST remittances along with returns, you cannot offset amounts owing at your financial institution.

## Filing nil returns

You have to file a GST/HST return for every reporting period, even if you have no net tax to remit and are not expecting a refund. In other words, even if you have no business transactions in a reporting period, you still have to file a return. Otherwise, you may experience delays in getting refunds and you can expect to receive a failure to file reminder notice.

## How to temporarily stop filing GST/HST returns for specific reporting periods

You may be eligible to stop filing returns for reporting periods during which you have little or no GST/HST to report (for example, if you operate a seasonal or part-time business, or if you are a non-resident who carries on business in Canada only for a short period of time each year).

These reporting periods are called **designated reporting periods**. To temporarily stop filing GST/HST returns, send us a written request. Once we approve your request, you will not have to file GST/HST returns for all designated reporting periods within a fiscal year, as long as you continue to meet the following criteria:

- you expect that the amount of GST/HST you will charge and other amounts that you must add to your net tax in a reporting period will be \$1,000 or less;
- you have met all your obligations with us (customs, income tax, and GST/HST, etc.); and
- you did not revoke a designation for reporting periods in the current fiscal year.

Once approved, a designation for a reporting period may be revoked if you no longer meet the above criteria.

If consecutive reporting periods are to be designated, the total of all the amounts to be added to your net tax for those reporting periods must be \$1,000 or less. Any amount owing in a designated reporting period is carried forward to the next reporting period.

You cannot temporarily stop filing GST/HST returns if you are an annual filer or a branch of a registrant, unless the registrant as a whole applies for designated reporting periods.

## After you file

### Notices and statements

#### Notice of (re)assessment

Once we have processed your GST/HST return, we will send you a notice of (re)assessment. You can also view the notice of (re)assessment online at [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount). This notice explains the results of our assessment of your GST/HST return. It also explains any changes that we made to your return. If there is an amount owing after we assess or reassess your return, we will send you Form RC159, *Amount Owing Remittance Voucher*, with your statement. Use this form to pay any outstanding amount.

#### Note

Form RC159 is not available on our Web site as we can only provide it in a pre-printed format. To order this personalized form, see page 81.

You can also pay the outstanding amount online at [www.cra.gc.ca/mypayment](http://www.cra.gc.ca/mypayment).

An assessment is valid and binding. However, if you do not agree with the assessment, you can file Form GST159, *Notice of Objection (GST/HST)*, no later than 90 days after the date we sent you the notice of (re)assessment.



## Statement of Arrears

The Statement of Arrears is going green. The Canada Revenue Agency will be mailing the statement less often to help the environment and reduce your paper burden. To check your up-to-date account balance and transactions, or to request a remittance voucher, go to [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).

## When can you expect your refund?

As long as you have included all the necessary information and completed your return correctly, your refunds of net tax claimed on your GST/HST returns will be processed with the least possible delay. We usually process paper returns in about four weeks and electronically filed returns (NETFILE, TELEFILE, EDI, and GIFT returns) in two weeks.

## Refund holds

If you have to file any returns under the *Excise Tax Act*, the *Income Tax Act*, the *Excise Act, 2001*, or the *Air Travellers Security Charge Act*, but have not done so, any GST/HST refund or rebate you are entitled to will be held until all required returns are filed.

## Refund off-sets

If you have any outstanding amounts owing under the *Excise Tax Act*, the *Income Tax Act*, the *Excise Act, 2001*, or the *Air Travellers Security Charge Act*, any GST/HST refund or rebate that you are entitled to may be used to pay that outstanding amount. Any difference will be refunded to you.

## What interest do we pay on overpayments and refunds?

We will pay you interest, compounded daily, on an overpayment or refund of net tax claimed on a GST/HST return **beginning** from the **later** of:

- 30 days after the day you file the return in which you claim the refund;
- 30 days after the day after the end of the reporting period that is covered by that return; and
- the date of the payment that created the overpayment.

The calculation of interest we pay **ends** on the day the refund is paid or applied. The interest rate we will use is equal to the basic rate plus 2%. Beginning July 1, 2010, the interest rate we will pay corporations is equal to the basic rate. The basic rate is based on the rate charged on 90-day Treasury bills, adjusted quarterly, and rounded up to the nearest whole percentage.

## What penalty and interest do we charge?

### Penalties

#### Failure to file

A penalty will apply to any return you file late unless there is a \$0 amount owing or we owe you a refund on that return. We will calculate the penalty as follows:

a) 1% of the amount owing; **plus**

b) the result of the following calculation:

25% of the amount you calculated in a)	×	the number of months the return is overdue (to a maximum of 12 months)
---	---	--

#### Demand to file

If you receive a demand to file a return and do not do so, a penalty of \$250 will be charged.

You cannot claim an income tax deduction for any penalty paid or payable for failing to file a GST/HST return.

#### Failure to file electronically

Beginning for reporting periods ending on July 1, 2010, or later, certain registrants have to file electronically (see "Mandatory electronic filing" on page 29). A penalty will apply if you are required to file electronically and you do not do so.

An initial failure to file electronically will result in a \$100 penalty. Each subsequent failure to file electronically will result in a \$250 penalty.

There are additional penalties for amounts and information that must be reported on an electronically filed return and are not included, are under/over-reported, or are reported incorrectly. These amounts include:

- recaptured input tax credits (ITCs);
- grandparented sales of housing in Ontario, Nova Scotia and British Columbia (BC) where the purchaser was not entitled to claim a GST/HST new housing rebate, new residential rental property rebate, or the Nova Scotia new housing rebate;
- resales of housing that are subject to the HST at 13% in Ontario, 12% in BC or 15% in Nova Scotia where the housing was originally purchased on a grandparented basis;
- the transitional tax adjustment; and
- provincial transitional new housing rebates.

For these specific amounts, the penalties will generally be 5% of the amount plus 1% per month until the amounts are corrected (to a maximum of 10%) of the difference between what is reported and what should have been reported.

## Interest

Interest equal to the basic rate plus 4% will be charged on an overdue amount.

The basic rate is based on the rate charged on 90-day Treasury bills, adjusted quarterly, and rounded up to the nearest whole percentage.

We charge interest on:

- any overdue balance owing on a GST/HST return;
- late or insufficient instalment payments; and
- any other overdue GST/HST amount that you have to remit to the Receiver General.

To request an interest review or a Statement of Interest online, go to [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).

### Note

You cannot claim an income tax deduction for arrears interest paid or payable for outstanding GST/HST amounts.

## How do you change a return?

If you need to change a return you have sent us, do not file another return.

If you forgot to include an amount in your ITCs, simply add the omitted amount on **line 106** of your next GST/HST return (or include it in your **line 108** calculation if you are filing electronically). In most cases, you have up to four years to claim your ITCs. For more information, see “Input tax credits” on page 16.

If you need to increase the amount of the GST/HST charged or collected, or you have incorrectly reported recaptured ITCs send a letter to your tax centre indicating your Business Number, the GST/HST reporting period to be amended, and the corrected amounts per line number on your GST/HST return. Make sure an authorized representative signs the letter and includes the name and telephone number of a person we can contact if needed.

## What is the Voluntary Disclosures Program?

The Voluntary Disclosures Program (VDP) allows you to come forward and correct inaccurate or incomplete information or to disclose information on a voluntary basis.

You will not be penalized or prosecuted if you make a full disclosure before we start any enforcement action or investigation against you. You will only have to pay the taxes owing plus interest.

The VDP accepts information that is less than one year overdue, except when disclosures are being made to avoid late-filing charges.

For more information, see Information Circular IC00-1, *Voluntary Disclosures Program*, or call 1-800-959-5525.

## Director's liability

When a corporation fails to remit net GST/HST owing, the directors may be liable to remit that amount.

## What records should you keep?

Usually, you have to keep all sales and purchase invoices and other records related to your business operations and the GST/HST for six years from the end of the year to which they relate. However, we may ask you to keep the invoices longer than six years. If you want to destroy your records before the time limit expires, you have to send us a written request and wait for our written approval to do so.

As a registrant, you also need the correct information on the invoices you **get** from your suppliers to support your ITC claims. Registered businesses should give you invoices showing their Business Number and other required information as described in the chart on page 14.

For capital property and improvements to such property, you may want to keep your invoices for a longer period to support any further ITC claims or tax owing in respect of future changes in use of the property.

### Note

You can verify if a supplier provided you with a valid GST/HST number by using our online GST/HST Registry at [www.cra.gc.ca/gsthstregistry](http://www.cra.gc.ca/gsthstregistry).

We administer an audit program. Our auditors may ask to see your records. During an audit, we will make sure that you have charged and reported the GST/HST when required, and that you are entitled to all the ITCs that you claimed on your return(s).

## If you are audited

If we audit your records, you will receive a preliminary statement of audit adjustments. You have 30 days to analyze and discuss the adjustments with the auditor and make any representations. After that period, we will issue a notice of (re)assessment.

The notice of (re)assessment explains the results of any assessment or reassessment of your GST/HST return. It also explains any changes that we made to your return. If there is an amount owing after we assess or reassess your return, we will send Form RC159, *Amount Owing Remittance Voucher*, for you to use to make your remittance. You can also make your remittance online at [www.cra.gc.ca/mypayment](http://www.cra.gc.ca/mypayment).

An assessment is valid and binding. However, if you do not agree with the assessment, you can file Form GST159, *Notice of Objection (GST/HST)*, no later than 90 days after the date we sent you the notice of (re)assessment.

## Instalment payments

### Who has to make instalment payments?

If you are an annual filer and your net tax for a fiscal year is **\$3,000 or more**, you may have to make instalment payments throughout the following fiscal year.

You can calculate your instalment payments and view their related due dates online. To use the "Instalment payment calculator" service, go to [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).

These quarterly payments are due one month after the end of each of your fiscal quarters and are usually equal to 1/4 of your net tax from the previous year. You may also choose to base your quarterly instalment payments on an estimate of your net tax for the **current** year if you expect that your net tax for the current year will be less than it was for the previous year.

#### Example

You are a corporation with a December 31 fiscal year-end. Your net tax for the 2009 fiscal year was \$4,000. You estimate that your net tax for 2010 will be \$3,200. We will calculate your quarterly instalments at \$1,000 each ( $\$4,000 \div 4$ ).

However, if you choose to base your instalments on your estimate for 2010, you can make quarterly payments of \$800 ( $\$3,200 \div 4$ ). Your first instalment is due April 30, 2010. The balance of your net tax for 2009 was due one month earlier, on March 31, 2010.

#### Note

If you estimate your instalments based on your **current** year and the instalment payments you make are less than the amount you actually should have paid, we will charge instalment interest on the difference.

When you file your GST/HST return at the end of the fiscal year, deduct the instalment payments you made throughout the year from the net tax you owe on **line 110** of your return.

Generally, if the instalments you paid are less than your net tax, you have to remit the difference. If the instalments you paid are more than your net tax, you can claim the difference as a refund.

#### Note

For information on instalment payments for selected listed financial institutions, see Guide RC4050, *GST/HST Information for Selected Listed Financial Institutions*, and the Department of Finance's May 19, 2010 *Background – Financial Institution Rules for the Harmonized Sales Tax (HST)*, available on their Web site.

## Instalment payments following harmonization

If your business is situated in either Ontario or British Columbia, and also in Nova Scotia, New Brunswick or Newfoundland and Labrador, and you have an annual reporting period that begins in 2010, there are proposed changes for calculating the amount of your instalment payments for that reporting period. Your instalment payments that become payable after the first fiscal quarter beginning on or after July 1, 2010, will be equal to the lesser of 1/4 of the amount of net tax for the current year and 1/4 of 240% of the amount of the net tax for the previous year.

#### Example

You are a corporation situated in both Ontario and Nova Scotia with a December 31 fiscal year-end. Your net tax for the 2009 fiscal year was \$8,000. Your net tax for the 2010 fiscal year will be \$9,000.

You determined under the pre-July 1, 2010, instalment payments calculation rules that your instalment payments would be \$2,000 ( $\$8,000/4$ ). However, your instalment payments beginning in October 2010 will be calculated using the new proposed instalment payment rules.

As your corporation is situated in both Ontario and Nova Scotia, your instalment payments beginning October 2010 will be \$2,250 as it is the lesser of:

$$1/4 \times \$9,000 = \$2,250$$

$$1/4 \times (240\% \times \$8,000) = \$4,800$$

You will need to increase your instalment payments due on or after October 2010, to \$2,250 to reflect the increase in net tax.

If your business is situated in either Ontario or British Columbia, and also **not** in Nova Scotia, New Brunswick or Newfoundland and Labrador, and you have an annual reporting period that begins in 2010, there are proposed changes for calculating the amount of your instalment payments for that reporting period. Your instalment payments that become payable after the first fiscal quarter beginning on or after July 1, 2010, will be equal to 1/4 of the amount of net tax for that annual reporting period.

#### Example

You are a corporation with a December 31 fiscal year-end in Ontario. Your net tax for the 2009 fiscal year was \$8,000. Your net tax for the 2010 fiscal year will be \$9,000. As the business is situated in Ontario, your instalment payments beginning in October 2010, will be \$2,250 ( $1/4 \times \$9,000$ ).

## Instalment interest

If the instalment payments you make are equal to 1/4 of your net tax from your last fiscal year and you make those payments in full and on time, we will not charge instalment interest, even if your net tax for the year is more than the instalments you made.

Interest on the part of any instalment payment that was not paid or that was paid late will be charged **at the end** of the fiscal year.

### Note

If you realize at any time during the fiscal year that you paid less than your required instalment payment or that you did not pay an instalment on time, you can reduce or eliminate your instalment interest by overpaying your next instalment payment or by paying it early.

Instalment interest is calculated beginning the day after the instalment was due and ending on the **earlier** of the following dates:

- the day the overdue instalment amount and any accrued interest is paid; and
- the day your net tax owing for the year is due (although interest still applies if there is an overdue balance on your GST/HST return—see “Interest” on page 34).

Instalment interest is equal to the basic rate plus 4%.

The basic rate is based on the rate charged on 90-day Treasury bills, adjusted quarterly, and rounded up to the nearest whole percentage.

### Example

Your net tax for the 2009 fiscal year was \$4,000. You estimate that your net tax for 2010 will be \$3,200. You choose to make quarterly instalments of \$1,000 each based on your 2009 net tax and you paid each one by its due date.

At the end of 2010 you calculate your net tax and it is actually \$5,500. Since your 2010 instalment payments were equal to 1/4 of your net tax for 2009 you will not be charged instalment interest. You have to pay the balance of \$1,500 by the due date for your net tax for the fiscal year.

## New registrants and instalments

If you are a **new registrant** and an annual filer, you may have to make instalment payments during your next fiscal year even if your net tax is less than \$3,000. This could happen if your first year of filing for GST/HST is less than a full fiscal year. To determine if you have to do this, estimate what your net tax will be for your first full year by prorating your net tax from your short filing year.

Divide the net tax for the first short fiscal year by the number of days that you were registered in that fiscal year. Then multiply this amount by 365. If the estimated amount is \$3,000 or more, you have to make instalment payments in the next year.

If your net tax for the current or previous year is **less than** \$3,000, you do not have to make quarterly instalment payments in the current year. In this case, you have to file your GST/HST return and send us any GST/HST owing once a year.

You can calculate your instalment payments and view their related due dates online. To use the Instalment payment calculator service, go to [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).

### Note

Businesses with branches or divisions that file separate returns should note that the \$3,000 threshold applies to the total net tax for the whole business, including all branches and divisions.

### Example

You are a sole proprietor. Your first year as an annual filer began on December 12, 2009, and ended on December 31, 2009. Your net tax for those 20 days was \$200. To determine if you have to make instalment payments in 2010, prorate your net tax for 2009 as follows:

$$\$200 \text{ (net tax)} \div 20 \text{ (days)} \times 365 = \$3,650$$

Since your estimated annual net tax is more than \$3,000, you have to make equal quarterly instalment payments in the 2010 fiscal year. Based on your estimated net tax, calculate the amount of each instalment payment as follows:

$$\$3,650 \div 4 = \$912.50$$

You have two payments due on April 30, 2010—your net tax for 2009 and your first instalment for 2010 of \$912.50.

If you were registered for complete months in your shortened year, you might find it easier to divide the net tax for the first short fiscal year by the number of months that you were registered in that fiscal year. Then multiply this amount by 12 to determine if you have to make instalment payments.

### Example

You are a sole proprietor. Your first year as an annual filer began on May 1, 2009, and ended on December 31, 2009. Your net tax for those eight months was \$2,800. To determine if you have to make instalment payments in 2010, prorate your net tax for 2009 as follows:

$$\$2,800 \text{ (net tax)} \div 8 \text{ (months)} \times 12 = \$4,200$$

Since your estimated annual net tax is more than \$3,000, you have to make equal quarterly instalment payments in the 2010 fiscal year. Based on your estimated net tax, calculate the amount of each instalment payment as follows:

$$\$4,200 \div 4 = \$1,050$$

In this example, you have two payments due on April 30, 2010. Both your net tax for 2009 and your first instalment for 2010 of \$1,050 are due on this date.

To start making instalment payments, you need Form RC160, *Interim Payments Remittance Voucher*. To order this personalized form, see page 81.

You can also make instalment payments online through My Payment – Interim payments. To pay your instalments online, go to [www.cra.gc.ca/mypayment](http://www.cra.gc.ca/mypayment).

## Instalment due dates

Instalment payments are due within one month after the end of each of your fiscal quarters.

### Example

You are an annual filer and you have a December 31 fiscal year-end. Your net tax on your 2009 GST/HST return was \$3,500 and you expect it will be at least that much for 2010. This means you have to make instalment payments throughout your 2010 fiscal year. Your instalment due dates are as follows:

Fiscal Quarter	Due Date
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	October 31
October 1 – December 31	January 31

You can calculate your instalment payments and view their related due dates online. To use the Instalment payment calculator service, go to [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).

## How to make instalment payments

Pay electronically using the CRA's My Payment option. My Payment allows individuals and businesses to make payments online, using the CRA Web site, from an account at a participating Canadian financial institution. For more information on this self-service option, go to [www.cra.gc.ca/mypayment](http://www.cra.gc.ca/mypayment).

You can also pay electronically using your financial institution's Internet or telephone banking service.

If you choose not to pay electronically, you can use Form RC160, *GST/HST Interim Payments Remittance Voucher*, to make your instalment payments. It is important that you submit this voucher with your payment.

You will **not** automatically receive Form RC160 for your next instalment payment unless you make the current payment.

Form RC160 is not available on our Web site as we can only provide it in a pre-printed format. To order this personalized form, see page 81.

## Statement of Interim Payment

We will send you this statement after each instalment payment you make to:

- confirm we received your payment;
- provide your instalment credit balances by period;
- show transfers in and out of your instalment account; and
- show how we applied your instalment credits to assessments.

Beginning October 1, 2010, we will issue this statement once every six months.

We will also send **two** copies of Form RC160. One copy is for your next instalment payment and the other is for you to keep in case you need to mail another payment. You can also view your up-to-date account balance, transactions, and transfer payments online. To do so, go to [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).

## Harmonized sales tax

The participating provinces (defined on page 7) harmonized their provincial sales tax with the GST to implement the harmonized sales tax (HST) in those provinces.

Beginning July 1, 2010, the HST rate in British Columbia (BC) is 12% (5% federal part and 7% provincial part); in Ontario, the HST rate is 13% (5% federal part and 8% provincial part); and in Nova Scotia, the HST rate is 15% (5% federal part and 10% provincial part).

In the remaining participating provinces the HST rate is 13% (5% federal part and 8% provincial part).

Generally, the HST has the same basic operating rules as the GST and is applied at a single rate on the same base of goods and services that are taxable under the GST. This section covers specific issues related to the HST.

## Point-of-sale rebates

The governments of Nova Scotia, New Brunswick, and Newfoundland and Labrador provide a point-of-sale rebate of the provincial part of the HST payable on books. This does **not** change.

As of July 1, 2010, BC, Ontario, and Nova Scotia provide point-of-sale rebates for the provincial part of the HST payable on qualifying items. As a result, vendors in those provinces collect only the 5% federal part of the HST payable on sales of the following:

- children's clothing, footwear and diapers;
- children's car seats and car booster seats (in Ontario and BC **only**);
- books (including audio books, but **not** including e-books, newspapers, magazines, catalogues, colouring books, agendas, etc.);
- feminine hygiene products;
- newspapers (in Ontario **only**);
- qualifying food and beverages sold for \$4 or less (in Ontario **only**); and
- motor fuels, such as gasoline, diesel, and aviation fuel (in BC **only**).

A vendor's ability to claim input tax credits (ITCs) would not be affected by crediting purchasers in this manner. If the vendor does not credit the point-of-sale rebate, the purchaser would be able to apply for a rebate of the provincial part of the HST using Form GST189, *General Application for Rebate of GST/HST*.

For more information see the following GST/HST Info Sheets:

- GST/HST Info Sheet GI-060, *Point-of-Sale Rebate on Newspapers*;
- GST/HST Info Sheet GI-061, *Point-of-Sale Rebate on Motor Fuels*;
- GST/HST Info Sheet GI-062, *Point-of-Sale Rebate on Feminine Hygiene Products*;
- GST/HST Info Sheet GI-063, *Point-of-Sale Rebate on Children's Goods*;
- GST/HST Info Sheet GI-064, *Point-of-Sale Rebate on Prepared Food and Beverages*; and
- GST/HST Info Sheet GI-065, *Point-of-Sale Rebate on Books*.

You can also go to [www.cra.gc.ca/gsthst](http://www.cra.gc.ca/gsthst).

## How to account for point-of-sale rebates

A registrant supplier that pays or credits the rebate amount at the point of sale can account for the rebate amount on its GST/HST return in **one** of the following two ways:

- show the total HST collected or collectible on **line 103** of the return and claim an adjustment for the rebate amount paid or credited on **line 107**; or
- show the net amount as the HST collected or collectible by including only the federal part of the HST (5%) on **line 103** and do **not** make an adjustment for the rebate amount paid or credited on **line 107**.

## Ontario First Nations point-of-sale relief

The Government of Ontario made regulations under the *Retail Sales Tax Act of Ontario*, that, effective September 1, 2010, allow for point-of-sale relief equal to the 8% provincial part of the HST to be provided to Indians, Indian bands, and councils of an Indian band for purchases of qualifying property and services made off a reserve. This relief is referred to as the Ontario First Nations point-of-sale relief.

As a result, GST/HST registrant suppliers in Ontario may credit an amount equal to the 8% provincial part of the HST at the point-of-sale beginning September 1, 2010.

For information on what property or services qualify, who is eligible, and the documents required to support the amounts credited, go to the Ontario Ministry of Revenue Web site at [www.rev.gov.on.ca/en/taxchange/firstnations.html](http://www.rev.gov.on.ca/en/taxchange/firstnations.html). To see these regulations, go to the Ontario Ministry of Revenue Web site at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).

## How to account for the Ontario First Nations point-of-sale relief

On the GST/HST return, a GST/HST registrant supplier that credits amounts for the Ontario First Nations point-of-sale relief would:

- include the amount of HST collected or collectible for these supplies on **line 103** at the **full** 13% rate (if you are filing your GST/HST return electronically, include this amount on **line 105**);
- under proposed changes, report the amounts credited at the point of sale on **line 111**; and
- submit Form GST189, *General Application for Rebate of GST/HST*. On Form GST189, indicate in Section II of Part C the reporting period in which the amounts credited at the point of sale have been set-off on **line 111**.

For more information, see GST/HST Info Sheet GI-106, *Ontario First Nations Point-of-Sale Relief – Reporting Requirements for GST/HST Registrant Suppliers*.

### Note

You have to file a separate Form GST189 for each reason code.

## HST registration

If your business is registered for the GST, your business is also registered for the HST. As a GST/HST registrant, you have to collect and remit the HST on taxable (other than zero-rated) supplies you make in the participating provinces. You collect and remit the GST on supplies you make outside the participating provinces.

You can claim an ITC for the HST you pay when you buy goods and services in a participating province to use in your commercial activities, even if your business is not located in a participating province.

## Tax on supplies of property and services made in participating provinces – Place-of-supply rules

Specific rules apply to determine whether a supply is made in or outside of a participating province.

As of May 1, 2010, the place of supply rules used to determine whether suppliers must charge the HST, and at what rate, have changed to accommodate variable rates of the provincial part of the HST. The new rules apply for supplies made in Canada after April 30 2010.

The new rules for determining the place of supply for services and intangible personal property (IPP) generally rely on where the recipient of the supply is located rather than on the location of the supplier. Other factors, such as the place where a service is performed or where IPP can be used continue to apply. The rules as they apply to the supply of goods remain as they were before May 1, 2010.

The following sections explain the place of supply rules and tax on supplies brought into a participating province, generally, including the new rules under the proposed changes. For more information, see GST/HST Technical Information Bulletin B-103, *Harmonized Sales Tax – Place of supply rules for determining whether a supply is made in a province*.

## Goods

### Sales

You sell goods in a participating province and collect the HST if you deliver or make the goods available to the customer in that province. When you do not deliver the goods yourself, we consider goods to be delivered in the province to which:

- you ship the goods;
- the goods are shipped on a common carrier that you retain on behalf of the customer; or
- you send the goods by courier or mail.

### Example

You are a supplier of office furniture in Prince Edward Island. In August, 2010, you sell a desk to a customer in Nova Scotia and you deliver it to the customer there. The HST rate of 15% applies to the furniture.

### Rentals and leases of goods – Three months or less

You rent or lease goods in a participating province and collect the HST if the customer has continuous possession or use of the goods for **three months or less**, and you deliver the goods or make them available to the customer in that province.

#### Note

We may consider goods to be delivered to a province in certain circumstances where you do not deliver the goods yourself. For more information, see “Sales” above.

### Example

In July 2010, you rent a video camera in Nova Scotia to use while travelling through several provinces. The rental agreement is for two weeks. Since Nova Scotia is the place of supply, the HST rate of 15% applies on the rental.

### Rentals and leases of goods – More than three months

When you rent or lease goods (other than most motor vehicles) for a period of **more than three months**, the agreement is treated as a series of separate supplies for each lease interval to which a particular payment is attributable.

We consider each lease interval to be made in the province where the good is ordinarily located as indicated at the beginning of each lease interval.

### Example

A national leasing company leases a photocopier for a four-year period to a consulting firm operating in BC. The photocopier is usually stored and maintained at the firm’s office in BC. During the second lease interval, the firm expands its operations to Alberta and relocates the photocopier to the firm’s new office in Alberta. In this case, the payment for the first two lease intervals is subject to the HST at 12% (the HST rate in BC) and the third lease interval is subject to the GST.

For information on sales, rentals, or leases of motor vehicles that have to be registered in a particular province, see “Rules for motor vehicles” on page 43.

## Services

The new rules are effective for supplies made in Canada after April 30, 2010. Under these rules, a supply of a service will generally be regarded as made in a province where the supplier obtains a single home or business address of the recipient in the ordinary course of its business and that address is situated in that province. Where the supplier does not obtain any home or business address of the recipient in the ordinary course of its business, but obtains another single address in Canada of the recipient, that address will be used in determining the place of supply.

For more information on determining the place of supply of a service where multiple addresses are obtained, or where a more specific place of supply rule applies, see GST/HST Technical Information Bulletin B-103, *Harmonized Sales Tax – Place of supply rules for determining whether a supply is made in a province*.

### Example

An accounting firm in Calgary, Alberta is hired by a company located in Kelowna, BC. The accounting firm obtains only one address of the company, the business address in Kelowna, BC, as part of its ordinary information management practices. Because the supplier obtains the recipient’s business address in Kelowna, BC, the service is subject to the HST at 12%.

Where, in the ordinary course of business, the supplier does not obtain an address in Canada of the recipient, the supply will be regarded as made in a participating province if the services that are performed in Canada are performed primarily in the participating provinces. The supply will be regarded as made in the participating province in which the greatest proportion of the service is performed. In the case where the greatest proportions of the service are performed in two or more participating provinces and it cannot be determined in which participating province the greatest proportion of the service is performed, the HST will apply at the rate that is highest among those participating provinces.

---

### Example

A human resources consulting firm with offices in a number of provinces is hired to conduct an executive search in BC and Alberta for a Seattle-based company. The consulting firm does not obtain a Canadian address of the recipient of the supply. Seventy percent of the services performed in Canada are performed in BC. If the service is not zero-rated, the service is subject to the HST at 12% (the rate of the province where the greatest proportion of the service is performed).

---

The supply will be regarded as being made in a **non-participating province** if the services performed in Canada are **not** primarily performed in the participating provinces. In other words, if the services are performed primarily in the non-participating provinces or are performed equally in participating and non-participating provinces, the services are subject to the GST at 5%.

### Personal services

A personal service, generally, is a service that is performed in the physical presence of the individual to whom the service is rendered (for example, a haircut or a massage) other than an advisory, consulting or professional service.

A personal service will generally be regarded as made in the province where the service is performed.

---

### Example

A hair cutting service performed at a hair salon located in Sudbury, Ontario will be subject to the HST at 13%.

---

Where the supply of a personal service is performed in two or more provinces, the following rules apply:

- If the service is performed primarily in the participating provinces, the supply will be subject to the HST. The supply will be regarded as made in the participating province where the greatest proportion of the service is performed.
  - If the service is performed primarily in the non-participating provinces or if it is performed equally in non-participating provinces and participating provinces, the supply will be regarded as made in a non-participating province and would be subject to the GST at 5%.
- 

### Example

A service of providing an interpretative tour of the Canadian Shield is performed 50% in Ontario and 50% in Manitoba. The supply of the services is regarded as having been made in a non-participating province and is subject to the GST at 5% since the supply is performed equally in non-participating provinces and participating provinces.

---

### Services in relation to real property

A supply of a service in relation to real property will be regarded as made in the province where the real property to which the service relates is situated.

Where the supply of a service is in relation to real property situated in two or more provinces, the following rules apply:

- If the real property in Canada to which the service relates is situated primarily in the participating provinces, the supply will be subject to the HST. The supply will be regarded as made in the participating province (and taxed at the applicable HST rate for that province) where the greatest proportion of the property is situated. If the greatest proportion of the real property is situated in two or more participating provinces and it cannot be determined in which participating province the greatest proportion of the real property is situated, the HST will apply at the rate that is highest among those participating provinces.
  - If the real property in Canada to which the service relates is situated primarily in the non-participating provinces or if it is situated equally in non-participating provinces and participating provinces, the supply will be subject to the GST. The supply will be regarded as made in a non-participating province.
- 

### Example

A property management company is hired to provide property management services for real property situated in three provinces (40% in Ontario, 40% in BC and 20% in Alberta). The supplier will charge HST at a rate of 13% since the real property is primarily situated in the participating provinces, the greatest proportion of the real property is situated in two or more participating provinces and the highest rate among those provinces is 13%.

---

### Services in relation to tangible personal property

Generally, a service in relation to tangible personal property (TPP) will be subject to the HST if the Canadian element of the service is performed on the TPP while the TPP is situated primarily in a participating province (at the applicable HST rate for that province). If the TPP is situated primarily in participating provinces when the Canadian element of the service is performed, but not all of the TPP is situated in a single participating province, the supply is regarded as made in the participating province where the greatest proportion of the TPP that is situated in the participating provinces, is situated. If the greatest proportions of the TPP are situated in two or more participating provinces, the HST will apply at the rate that is highest among those participating provinces.

---

### Example

A national appliance repair company is hired to provide appliance repair services in respect of TPP situated in three provinces (40% in BC, 40% in Saskatchewan and 20% in Ontario). Assuming a single supply is being made, the repair company will charge the HST at 12% since the TPP is situated primarily in the participating provinces of BC and Ontario and the participating province in which the greatest proportion of the TPP is situated is BC.

---



Generally, a service in relation to TPP will be subject to the GST if the Canadian element of the service is performed on the TPP while the TPP is situated primarily in a non-participating province or if the Canadian element of the service is performed on TPP situated equally in non-participating provinces and participating provinces.

#### **Example**

A national appliance repair company is hired to provide appliance repair services in respect of TPP situated in three provinces (40% in Saskatchewan, 40% in Ontario and 20% in Manitoba). Assuming a single supply is being made, the repair company will charge GST at 5% since the TPP is situated primarily in the non-participating provinces of Saskatchewan and Manitoba.

#### **Note**

Other rules apply for situations not discussed in this section, such as services in relation to TPP where the property is moved to another province while the Canadian element of the service is performed. Additionally, there are separate rules for other types of services, such as telecommunications services, postal services and transportation services. For more information, see GST/HST Technical Information Bulletin B-103.

### **Intangible personal property**

Generally, a supply of intangible personal property (IPP) with Canadian rights (rights that can be used in Canada) is made in a participating province where the rights can be used only primarily in participating provinces and the greatest proportion of the use of the rights in participating provinces can only be used in that participating province.

#### **Example**

The sale of a franchise to operate a retail establishment and sell the franchiser's product in Sydney, Nova Scotia is subject to the 15% HST rate for Nova Scotia.

In the case where the rights can only be primarily used in the non-participating provinces, the supply would generally be made in a non-participating province.

Where it cannot be determined where the Canadian rights can be used only primarily, or where the rights can be used equally in the participating provinces and non-participating provinces, the supply will generally be made in that province where:

- the supplier has obtained a single home or business address for the recipient that is located in that province in the ordinary course of its business; and
- the Canadian rights in respect of the IPP can be used in that province.

Where an address is not obtained, the HST would generally apply at the highest rate among the participating provinces where the rights can be used.

For more information on determining the place of supply where multiple addresses in different provinces are obtained, or where a home or business address is not obtained see GST/HST Technical Information Bulletin B-103, *Harmonized Sales Tax – Place of supply rules for determining whether a supply is made in a province.*

#### **Example 1**

Alex purchases a digital music album from an online vendor. There are no restrictions on where the music can be listened to in Canada. During the purchasing process, the supplier obtains Alex's home address in Cranbrook, BC. The supply will be regarded as having been made in BC and will be subject to the HST at the rate of 12%.

#### **Example 2**

In August 2010, Sarah purchases a right to download pictures from a Canadian supplier's Web site. There are no restrictions as to where the Canadian rights may be used. The supplier does not obtain any address from Sarah and the supply is not zero-rated. The supply will be regarded as having been made in Nova Scotia and will be subject to the HST at the rate of 15% since this is the province in which the rate is highest among the participating provinces in which the Canadian rights can be used.

The above rules do not apply where IPP costing \$300 or less is purchased by the recipient or the recipient's agent from a permanent establishment of the supplier or a vending machine in a particular province and the rights can be used in that province. In this case, the supply is made in that province.

### **Intangible personal property relating to real property and goods**

Different rules apply for IPP relating to real property and for IPP relating to goods.

A supply of IPP that relates to real property will generally be made in a participating province where the real property in Canada is situated primarily in the participating provinces and, among the participating provinces, the greatest proportion of the real property is situated in that participating province.

A supply of IPP that relates to goods will generally be made in a participating province where the goods ordinarily located in Canada are ordinarily located primarily in the participating provinces and, among the participating provinces, the greatest proportion of the goods are ordinarily situated in that participating province.

Generally, where a supply of IPP is determined to be made in the participating provinces and the real property is situated, or the goods are ordinarily located, equally in two or more participating provinces, the HST will apply at the rate that is highest among those participating provinces that have the greatest proportions of the real property situated in them, or goods ordinarily located in them.

A supply of IPP that relates to Canadian real property that is situated primarily outside participating provinces, or to goods ordinarily situated in Canada that are ordinarily situated primarily outside participating provinces, is regarded as made in a non-participating province.

## Tax on property and services brought into a participating province

You may have to self-assess the **provincial** part of the HST if you buy goods, services or IPP in a non-participating province, but you use, consume, or supply them within the participating provinces. The provincial part of the HST is 7% in BC, 10% in Nova Scotia and 8% in the remaining participating provinces.

You may also have to self-assess if you use, consume, or supply goods, services or IPP in a participating province with a higher HST rate than the participating province where you acquired them.

### Exception

You may not be required to self-assess the provincial part of the HST if you are a registrant and the property or service is consumed, used, or supplied at least 90% in your commercial activities.

This exception does not apply to motor vehicles required to be registered in a participating province. For more information, see “Rules for motor vehicles” on the next page. This exception also does not apply to persons using simplified accounting.

### Note

You will **not** have to pay the provincial part of the HST if the tax payable for all self-assessed amounts of the provincial part of the HST for property and services brought into participating provinces in the calendar month in which the property or service is brought into the participating province and, in the case of a specified motor vehicle, in which the vehicle is registered or required to be registered, whichever is earlier, is **no more than \$25**.

The provincial part of the HST generally applies to goods, mobile homes that are not affixed to land, and floating homes that are brought into Ontario or BC after July 1, 2010. There are exceptions. For example, the HST would generally apply to an amount that was paid or became payable after April 30, 2010, and before July 1, 2010, for a sale of goods that are delivered, and for which ownership is transferred, to the purchaser on or after June, 2010. For more information, see GST/HST Notice 247, *Harmonized Sales Tax for Ontario and British Columbia – Questions and Answers on General Transitional Rules for Personal Property and Services*.

## Goods

You have to self-assess the provincial part of the HST when:

- you buy taxable (other than zero-rated) goods:
  - in a non-participating province and you later bring, or cause someone else to bring, the goods into a participating province; or
  - in a participating province and you later bring, or cause someone else to bring, the goods into another participating province for which the rate of HST is higher; and
- you consume, use, or supply the goods less than 90% in your commercial activities.

### Note

Self-assessment of the provincial part of the HST may be required in some cases if you are a registrant and the property is consumed, used, or supplied at least 90% in your commercial activities.

If you purchased the goods (other than a motor vehicle) from someone with whom you are dealing at arm’s length, you have to remit the provincial part of the HST on the **lesser** of:

- the amount paid or payable for the goods; and
- the fair market value of the goods when they are brought into a participating province.

If you purchased goods (other than a motor vehicle) from someone with whom you are not dealing at arm’s length, you have to remit the provincial part of the HST on the fair market value of the goods when they are brought into a participating province.

The tax is payable when the goods, other than specified motor vehicles, are brought into a participating province. Enter this amount on **line 405** of your GST/HST return. You may be entitled to claim an ITC for the tax you self-assess on the goods depending on the percentage of use in your commercial activities. For more information, see page 16.

### Example

You are a registrant located in Newfoundland and Labrador. You buy a \$2,000 computer in Alberta, which you bring back to Newfoundland and Labrador. At that moment, the fair market value of the computer is \$2,000. You use the computer 40% in your business. You have to self-assess the 8% provincial part of the HST and remit \$160 (\$2,000 × 8%). You cannot claim an ITC for this tax since you are using the computer 50% or less in your commercial activities.

For information on bringing a motor vehicle into a participating province, see “Rules for motor vehicles” on the next page.

## Services

You generally pay GST when you receive a supply of a service that is made in a non-participating province. If you are a resident of a participating province and you acquire a service in a non-participating province, you will have to self-assess the provincial part of the HST if the total consumption, use or supply in the participating provinces is 10% or greater.

The same rule applies for a supply of a service that is made in a participating province if the total consumption, use, or supply of the service in participating provinces with a higher rate of HST is at least 10%.

### Note

You do not have to self-assess the provincial part of the HST if you are a registrant and the service is consumed, used, or supplied at least 90% in your commercial activities or on certain transportation and telecommunication services, certain legal services, or where the service is for goods that are removed from the participating province as soon as the service has been performed.

## Intangible personal property

If you are a resident in a participating province and you receive a supply of intangible personal property (IPP) (such as franchise rights) that is made in a non-participating province where the total use, consumption, or supply of the IPP in the participating provinces is 10% or greater, you have to self-assess the provincial part of the HST.

The same rule applies for a supply of IPP that is made in a participating province if the total use, consumption, or supply of the IPP in participating provinces with a higher rate of HST is at least 10%.

### Note

You do not have to self-assess the provincial part of the HST if you are a registrant and the IPP is used, consumed or supplied 90% or more in your commercial activities. You also do not have to self-assess the provincial part of the HST on certain supplies of IPP including IPP supplied by way of certain leases and licences and in certain instances where the person previously paid tax on the IPP.

## Self-assessing for services and IPP

The amount of tax to be self-assessed is determined by the formula:

$$A \times B \times C$$

A is:

- the provincial part of the HST (7% in BC, 10% in Nova Scotia, or 8% in the other participating provinces) in the participating province where consumption, use or supply is to occur, where a supply of a service or IPP was originally made in a non-participating province; or
- for a supply of a service or IPP that was made in a participating province that is for consumption, use or supply in another participating province for which the rate of HST is higher, the difference between the rate of HST in the higher-rate participating province and the rate of the participating province where the supply occurred;

B is the consideration for the service or IPP that is paid or payable at that time; and

C is the percentage that you consume, use, or supply the service or IPP in the participating province for which you are making the calculation.

The tax is payable when the payment for the service or IPP is paid or becomes due, whichever is earlier. Enter the amount on **line 405** of your GST/HST return. You can also claim an ITC for the tax you self-assessed on these services and IPP to the extent that they are for consumption, use, or supply in your commercial activities.

### Example

You are a registrant who lives in Ontario. You operate two retail stores, one in British Columbia (BC) and one in Ontario. You make both taxable and exempt supplies from your stores. In August 2010, you buy accounting services from FML Accounting Ltd., located in Alberta, for a yearly fee of \$5,000 + HST. The accounting firm has determined that the place of supply is BC.

Sixty percent of the service relates to your Ontario store and the remainder to your store in BC. You would be required to self-assess \$30 (1% × \$5,000 × 60%).

You can claim an ITC for the tax that you self-assessed to the extent that the services were consumed, used, or supplied in your commercial activities.

## Rules for motor vehicles

### Sales

#### Sales by registrants

The general place of supply rules described on the previous pages for sales of goods apply to sales of new and used motor vehicles by registrants. Therefore, the HST applies to new or used vehicles sold by registrants when the vehicle is delivered or made available in a participating province to the purchaser.

When the vehicle is delivered or made available in a non-participating province to a purchaser by a registrant who collects the GST, the purchaser is required to self-assess the provincial part of the HST when the vehicle is brought into a participating province. Additionally, when a purchaser brings a vehicle from a participating province with a lower rate for the provincial part of the HST into a participating province with a higher rate for the provincial part of the HST, the purchaser is required to self-assess the difference between the two rates.

The tax is payable to the Receiver General, but collected by the provincial licensing authorities on the **earlier** of:

- the day you register the vehicle at a provincial licensing office in the participating province; or
- no later than the day you are required to register the vehicle.

You follow the same rules when you buy a motor vehicle outside Canada and you bring the vehicle into a participating province. In this case, the GST is collected at the border by the Canada Border Services Agency and you pay the provincial part of the HST when you register the vehicle in that province.

#### Sales by a non-registrant

When you buy a motor vehicle from a non-registrant and the sale is not taxable, you generally have to pay a special provincial levy when you register the vehicle in the participating province. The province determines the rate of the levy. The provincial levy applies whether you bought the vehicle in a participating province or you bought it in a non-participating province and brought it into a participating province. For more information, see Pamphlet RC4100, *Harmonized Sales Tax and the Provincial Motor Vehicle Tax*.

### Note

You cannot recover the provincial levy as an ITC, even if the vehicle is used in your commercial activities.

## Rentals

The general place of supply rules described on page 39 for a rental of goods for **three months or less** also apply to rentals of motor vehicles.

## Leases

A lease of a motor vehicle for **more than three months** is treated as a series of separate supplies for each lease interval for which a lease payment is required. A lease of a motor vehicle is made in a participating province if, at the beginning of the lease interval, the vehicle has to be registered in that province.

### Example

A car-leasing company in Manitoba leases you a car for 24 months with monthly lease payments. You register the vehicle in Ontario after June 30, 2010. Each of the lease payments is subject to the HST if the car stays registered in Ontario. If, in the middle of the 18th month, you move to Manitoba, the six remaining monthly lease payments are subject to the GST.

## Coin-operated machines

Generally, any good, service, or a right to use a machine that you sell through vending machines or coin-operated machines is subject to the GST/HST. This includes products such as milk and fruits that are usually zero-rated.

The price of these goods, services, or rights to use the machine includes the GST/HST. You are considered to have collected the GST/HST when you remove the money from the vending or coin-operated machine.

### Example

You collect \$100 from your coin-operated machine in Saskatchewan. Multiply that amount by 5/105 to determine the GST collected:

$$\$100 \times 5/105 = \$4.76 \text{ GST}$$

However, the GST/HST is equal to zero on a supply of a good, service, or right to use a machine made through a coin-operated machine if it is designed to accept only a single coin of 25¢ or less as the total amount payable for the good, service or right. For example, if you sell a lollipop in a vending machine for 25¢, and the vending machine only accepts one 25¢ coin, the GST/HST is equal to zero.

The above rule does not apply to machines that accept coins of more than 25¢ (such as \$1 or \$2 coins) or machines that accept more than one coin as the amount payable for the good, service, or right.

### Note

The right to use a coin-operated washing machine and clothes dryer located in a common area of a residential building is exempt from the GST/HST.

## Coupons, rebates, gifts, and promotional allowances

### Reimbursable coupons

Reimbursable coupons are usually called **manufacturers coupons**. They entitle the customer to a reduction of a fixed dollar amount on the purchase price. Vendors can expect to be reimbursed by the manufacturer or another third party for accepting these coupons from customers. Their value includes the GST/HST, when used to purchase taxable supplies (other than zero-rated goods or services).

When you, as a vendor, accept a reimbursable coupon from a customer, you treat the coupon the same as cash. If the purchase is subject to tax, you charge the GST/HST on the full price of the item and then deduct the value of the coupon. We consider you to have collected a portion of the GST/HST equal to the tax fraction of the value of the coupon. The **tax fraction** for the GST is 5/105, and for the HST is 12/112 in BC, 15/115 in Nova Scotia, or 13/113 in the remaining participating provinces. For example, a coupon for \$1.00 off the selling price includes:

- 5¢ for the GST ( $\$1.00 \times 5/105$ );
- 11¢ for the HST in BC ( $\$1.00 \times 12/112$ );
- 13¢ for the HST in Nova Scotia ( $\$1.00 \times 15/115$ ); or
- 12¢ for the HST in the remaining participating provinces ( $\$1.00 \times 13/113$ ).

The manufacturer reimburses you for the coupon value of \$1.00, which includes the GST/HST.

### Example

You operate a pharmacy in Prince Edward Island. A customer buys shampoo for \$10.00 and has a reimbursable coupon for \$1.00. You charge and remit 50¢ GST and get \$1.00 reimbursed by the manufacturer, which includes 5¢ GST.

Your invoice would show:

Price of the shampoo .....	\$10.00
GST ( $\$10.00 \times 5\%$ ).....	.50
Subtotal.....	\$10.50
Less coupon .....	(1.00)
<b>Customer pays .....</b>	<b>\$ 9.50</b>

If you are a GST/HST registrant and you use coupons to make purchases for your commercial activities, you can claim an ITC equal to the total GST/HST paid on the purchases less the tax fraction of the coupon value. You can claim an ITC of 45¢:

$$50¢ - (\$1.00 \times 5/105)$$

## Tax fractions before 2008

If you are claiming an ITC for a reimbursable coupon that you accepted before January 1, 2008, use the following rates to calculate the tax fraction:

### After June 30, 2006, and before January 1, 2008

- 6/106 for the GST; or
- 14/114 for the HST.

### Before July 1, 2006

- 7/107 for the GST; or
- 15/115 for the HST.

If you are the manufacturer, you can also claim an ITC (other than for zero-rated supplies) for the tax fraction of the coupon value. However, the vendor who accepts the reimbursable coupons from the customer cannot claim any ITCs for these coupons since you reimburse the vendor the tax.

## Non-reimbursable coupons

These are coupons that you, as the vendor, issue and accept, and for which no one reimburses you. They entitle the customer to a reduction in the price for a fixed dollar amount or a percentage amount. As the issuer, you can either include a reduction of the GST/HST in the face value of these coupons or reduce the purchase price of the good or service (other than zero-rated good or services).

If you choose to include the GST/HST in the value of the coupons, you treat them the same way as reimbursable coupons explained on the previous page. This means that you charge and remit the GST/HST on the full price of the good or service and you can claim an ITC calculated on the tax fraction of the coupon value.

If you choose not to include the GST/HST in the value of your coupons, deduct the coupon value from the selling price before calculating the GST/HST.

### Example

A client buys an item in your store in Manitoba. He gives you a non-reimbursable coupon that does not include the GST. You calculate the tax as follows:

Price of the item .....	\$25.00
Less coupon value .....	<u>(5.00)</u>
Subtotal .....	\$20.00
GST (\$20 × 5%) .....	<u>1.00</u>
<b>Customer pays .....</b>	<b><u>\$21.00</u></b>

In this case, when you file your GST/HST return, report the GST/HST you charged on the sale after you deducted the coupon from the purchase price (\$1.00 GST in the above example). **You cannot claim ITCs for coupons you issue that do not include the GST/HST.**

## Other coupons

Other coupons (whether reimbursable or not) that are not for a fixed dollar amount may:

- offer a different percentage off the price of an item (such as 10% off the purchase of 5 or less boxes and 20% off the purchase of 6 or more boxes);
- offer an item for no charge if another item is purchased (such as two-for-one coupons); or
- contain more than one monetary discount such as 25¢ off a 750 ml soft drink or 50¢ off a 1.5 litre soft drink.

These coupons reduce the selling price of an item before the GST/HST is added. Therefore, deduct the value of the coupons from the selling price before calculating the GST/HST.

## Manufacturers' rebates

Some manufacturers include a rebate application with the goods or services they sell. After buying the item from the retailer, the customer completes the application and mails it directly to the manufacturer. Since the payment of the rebate is a separate arrangement between the manufacturer and the customer, the retailer has to remit the GST/HST collected on the full selling price of the taxable goods or services without deducting the value of the manufacturer's rebate.

The GST/HST rules for manufacturers' rebates apply when:

- the supply of goods or services to the customer is made either directly by the manufacturer or by another person such as a retailer; and
- the customer is made aware in writing that the rebate includes the GST/HST.

### Example

A customer buys a package of batteries in your hardware store in Saskatchewan for \$10 plus the GST. Inside the package is an application for a \$2 rebate to complete and mail to the manufacturer. You collect and remit tax on \$10, the full price of the batteries. The customer completes the rebate application and mails it to the manufacturer. Once the manufacturer receives the application it will send the customer a cheque for \$2.

Some manufacturers give rebates to their customers through the retailer when the customer buys the goods. Even if the retailer applies the rebate toward the retail price of the goods, the retailer collects the GST/HST on the full retail price before deducting the rebate amount.

### Example

An automobile dealership in Alberta sells an automobile to a customer for \$20,000 plus \$1,000 GST. The dealer informs the customer that the manufacturer is providing a \$1,070 rebate. The customer chooses to use the rebate to reduce the payment for the automobile.

Selling price .....	\$20,000
GST (\$20,000 × 5%) .....	<u>1,000</u>
Subtotal .....	\$21,000
Less rebate .....	<u>(1,070)</u>
<b>Customer pays .....</b>	<b><u>\$19,930</u></b>

Manufacturers who pay rebates can claim an ITC for the GST/HST (equal to 5/105 for GST or for the HST, 12/112 in BC, 15/115 in Nova Scotia, or 13/113 in the remaining participating provinces) of the rebate amount in the reporting period in which they paid the rebate.

If you are claiming an ITC for a manufacturers' rebate that you accepted before January 1, 2008, see "Tax fractions before 2008" on the previous page.

If the customer receiving the rebate is a registrant who is entitled to claim an ITC or a GST/HST rebate on the purchase, the manufacturer has the option of calculating the GST/HST on the value after the reduction is applied. In this case, the manufacturer will not claim an ITC on the rebate amount. Otherwise, if GST/HST is indicated as included in the rebate, the customer, if a registrant, will have to remit the GST/HST (equal to 5/105 for the GST or for the HST, 12/112 in BC, 15/115 in Nova Scotia, or 13/113 in the remaining participating provinces) of the rebate amount.

## Gift certificates

A gift certificate is generally a voucher, receipt, or ticket:

- that has a stated monetary value;
- that can be redeemed as a partial or full payment against the purchase price of a good or service from a specific supplier (the supplier treats the redeemed certificate as if it were cash);
- for which the person purchasing the certificate gives money or other consideration to the vendor selling the certificate;
- that doesn't require the person redeeming a certificate to do anything other than present the gift certificate; and
- that has no intrinsic value.

You do not collect the GST/HST on the sale of a gift certificate. When a customer gives you a gift certificate towards a purchase, calculate the GST/HST on the price of the item and deduct the amount of the gift certificate as if it were cash.

### Example

You sell a taxable item in Prince Edward Island for \$100, and the purchaser gives you a \$20 gift certificate toward the purchase.

Price of item .....	\$100
GST (\$100 × 5%) .....	<u>5</u>
Subtotal .....	\$105
Less gift certificate .....	<u>(20)</u>
<b>Customer pays .....</b>	<b><u>\$ 85</u></b>

## Promotional gifts and free samples

You do not charge the GST/HST on promotional gifts you give your customers or that you distribute as a bonus with another item for no additional charge. You can claim an ITC for the GST/HST paid or payable on your purchases to supply these gifts as long as they relate to your commercial activities. For example, if the free gift is to promote the supply of an exempt service, you will not be able to claim an ITC to recover the GST/HST paid or payable on any purchases related to that free gift.

## Promotional allowances

Promotional allowances are amounts given by a manufacturer to a retailer who has purchased taxable goods from that manufacturer, exclusively for resale in the course of its commercial activities, to promote these goods. The retailer does not consider a promotional allowance as payment for a supply made to the manufacturer providing the allowance. However, there may be tax implications depending on how the allowance is paid, credited, or allowed as a discount.

### Example

A manufacturer sells 12 cases of goods to a retailer in Manitoba, two of which are given free to promote the goods. The deduction appears on the face of the invoice, and the GST applies on the reduced price.

12 cases @ \$10 .....	\$120
Less 2 free cases .....	<u>(20)</u>
Subtotal before tax .....	\$100
GST (\$100 × 5%) .....	<u>5</u>
<b>Retailer pays .....</b>	<b><u>\$105</u></b>

If the allowance is given as a discount or credit against the price of a previous purchase for which tax has been charged or collected, the manufacturer has a choice of either giving the credit without adjusting the tax or adjusting the tax and issuing a credit or debit note. For more information, see "Returned goods" on page 61.

If the allowance is given as a discount against the goods at the time of purchase, the GST/HST applies on the reduced price.

If the payment or credit is not a price reduction attributable to any invoice, it is considered to be a manufacturers' rebate (see page 45).

## Deposits and conditional sales

### Deposits

You do not collect the GST/HST when a customer gives you a deposit towards a taxable purchase. Collect the GST/HST on the deposit when you apply it to the purchase price.

If the customer does not make the purchase and loses the deposit, the forfeited deposit is subject to the GST/HST. If the customer is a GST/HST registrant, the customer can claim an ITC for the GST/HST paid on the forfeited deposit. You calculate the GST/HST on the forfeited deposit as follows:

- the GST is equal to 5/105 of the forfeited amount; and
- the HST is equal to 12/112 in BC, 15/115 in Nova Scotia, or 13/113 in the remaining participating provinces, of the forfeited amount.

#### Example

A customer gives you a deposit of \$50 towards the purchase of an item that is taxable at 5% GST, but does not pay the balance owing and forfeits the deposit. We consider you to have collected the GST equal to 5/105 of the forfeited deposit. As a result, you have to include GST of \$2.38 ( $\$50 \times 5/105$ ) in your net tax calculation. If the customer is a GST/HST registrant, that person may be entitled to claim an ITC for the GST you collected on the forfeited deposit. If you are in a participating province, the HST collected is equal to \$6.52 ( $\$50 \times 15/115$  in Nova Scotia), \$5.36 ( $\$50 \times 12/112$  in BC), or \$5.75 ( $\$50 \times 13/113$  in the remaining participating provinces).

#### Exception

These rules do not apply to deposits for returnable containers. For more information, see "Returnable beverage containers" on page 60.

### Conditional and instalment sales

A conditional sale takes place when you transfer possession of goods to a customer, but ownership passes only after the sale meets certain conditions, such as when the purchase price has been paid in full. In this type of sale, the customer agrees to make payments for the goods over a period of time. The customer takes possession of the goods, but you keep title or ownership of the goods until the customer has met the specified conditions.

In an instalment sale, the ownership passes immediately but the customer pays the purchase price in instalments. You transfer title or ownership and possession of the goods at the time the agreement is entered into, and the customer agrees to make payments over a period of time.

In both cases, you have to include the tax in your net tax calculation for the reporting period that includes the earlier of the date you issued the invoice and the date you received payment. Any amount of tax that has not been paid or invoiced by the end of the following month from the time you transferred possession or ownership of the goods (whichever is earlier) is considered due at that time and has to be included in your net tax calculation at that time.

## Employees and partners

### Employee benefits

You may be considered to have collected the GST/HST on supplies of non-cash taxable benefits you give your employees. However, you are not considered to have collected the GST/HST on salaries, wages, commissions, and other cash remuneration, including gratuities, you pay to employees.

Employers who are GST/HST registrants may have to remit the GST/HST on certain benefits provided to employees such as the personal use of an employer's automobile, board and lodging, incentives, and gifts worth more than \$500. If you do, you have to calculate the GST/HST for the taxable employee benefits at the end of February following the year in which you gave the benefit. This matches the deadline for calculating employee benefits and issuing T4 slips for income tax purposes. You have to include the GST/HST on the benefits in the GST/HST return for the reporting period that includes the last day of February.

For more information, see Guide T4130, *Employers' Guide – Taxable Benefits and Allowances*.

### Employee and partner GST/HST rebate

The employee and partner GST/HST rebate allows employees to recover the GST/HST they paid on eligible employment expenses. The rebate is deducted from their tax payable on their income tax return. It also allows partners (who are individuals) to recover the GST/HST they paid on expenses they deducted from their share of the partnership income on their income tax return. Examples include travel, meals, professional dues, and legal and accounting fees.

Employees and partners who do not receive a reasonable allowance or reimbursement on eligible employment expenses or who have to include allowances in their income are also eligible for the employee and partner GST/HST rebate.

Employees and partners can apply for the rebate by completing Form GST370, *Employee and Partner GST/HST Rebate Application*, and filing it with their income tax return within four years after the end of the year or a date agreed by the Minister. The amount you calculate as a rebate on Form GST370 is reported on **line 9974** of your income tax return. For more information, see Guide T4044, *Employment Expenses*, and Guide RC4091, *GST/HST Rebate for Partners*.

#### Exception

Employees of a listed financial institution cannot claim the employee and partner GST/HST rebate.

## Exports and imports

### Exported goods

Goods (other than excisable goods such as beer, spirits, wine, and tobacco products) that are ordinarily taxed at 5%, 12%, 13%, or 15% are zero-rated (taxed at 0%) if you:

- ship the goods to a destination outside Canada that is specified in the contract for carriage of the property;
- transfer possession of the goods to a common carrier or consignee that either you or the purchaser's employer retained for the purchaser to ship the goods to a destination outside Canada; or
- send the goods by mail or courier to an address outside Canada.

If the purchaser takes delivery of the goods in Canada, your supply of the goods may still be zero-rated if **all** of the following conditions are met:

- The purchaser is not a consumer (a consumer is usually an individual who is buying the goods for his or her personal use).
- The purchaser exports the goods as is reasonable in the circumstance after you deliver them.
- The purchaser does not buy the goods to consume, use, or supply in Canada before exporting them.
- After buying the goods and before exporting them, the purchaser does not further process, transform, or alter the goods in Canada, unless it is reasonably necessary or incidental to transport them.
- You keep satisfactory evidence, for audit purposes, that the purchaser has exported the goods.
- If the property being exported is electricity, crude oil, natural gas, or any good that can be transported by means of a wire, pipeline or other conduit, the purchaser is not registered for GST/HST purposes.

You generally have to charge (and the purchaser has to pay) the GST/HST on taxable supplies if the above conditions are **not** met.

### Rebate for exported goods

A non-resident purchaser may be able to apply for a rebate to recover the tax paid on goods acquired for commercial use primarily (more than 50%) outside Canada (other than gasoline and excisable goods, such as beer, wine, spirits, and tobacco products). To qualify for the GST/HST rebate, the non-resident purchaser has to export the goods from Canada within 60 days of delivery, as well as meet other conditions. For more information, see Guide RC4033, *General Application for GST/HST Rebates*, which includes Form GST189, *General Application for Rebate of GST/HST*.

### Export trading house program

A purchaser (other than a consumer) who is registered for GST/HST purposes and is an authorized export trading house can issue an export certificate, which, when provided to the supplier, will cause the goods to be zero-rated. For more information on the export trading house program and export certificates, see GST/HST Memorandum 4.5.2, *Exports – Tangible Personal Property*.

### Export Distribution Centre Program

Under the Export Distribution Centre Program (EDCP), authorized export-oriented, non-manufacturing businesses can use a certificate to acquire or import most inventory and parts, or to import a customer's goods for processing, without paying the GST/HST. Eligible registrants who want to use the EDCP certificate must apply to us for authorization. Authorizations will remain in effect for three years, unless revoked earlier, and can be renewed. For authorization to use an EDCP certificate, send us a completed Form GST528, *Authorization to Use an Export Distribution Centre Certificate*. For more information on the EDCP, see Technical Information Bulletin B-088, *Export Distribution Centre Program*.

### Exported services

Generally, you do not charge the GST/HST on services you perform totally outside Canada, or on services that relate to real property outside Canada.

Services you perform on temporarily imported goods are zero-rated (except transportation services). The goods must be brought into Canada for the sole purpose of having the service performed on them and must be exported as soon as possible. Any parts supplied along with these services are also zero-rated.

Certain services provided to a non-resident person that are performed all or partly in Canada may be zero-rated, such as:

- certain advisory, professional, or consulting services;
- advertising services to an unregistered non-resident person;
- advisory, consulting, or research services to help a non-resident person establish a residence or business in Canada;
- services and parts for goods or real property under warranty for an unregistered non-resident person;
- custodial or nominee services for the non-resident person's securities or precious metals;
- training services supplied to an unregistered non-resident person (but not to individuals) to teach non-resident individuals in or to give examinations for courses leading to certificates, diplomas, licences, or similar documents, or classes or licence ratings that attest to the individual's competence to practise or perform a trade or vocation;



- services to an unregistered non-resident person of destroying or discarding goods, or the services of dismantling goods for the purpose of exporting them;
- services to an unregistered non-resident person of testing or inspecting goods acquired or brought into Canada for this service and the goods are to be destroyed or discarded in the course of providing the service or upon its completion;
- services of an agent acting for a non-resident person when the service relates to a zero-rated property or service, or if the supply to or by the person is made outside Canada; and
- services of arranging for, procuring, or soliciting orders for supplies by or to the person when the service relates to a zero-rated property or service, or if the supply to or by the person is made outside Canada.

The above list is not exhaustive. For more information, see GST/HST Memorandum 4.5.3, *Exports – Services and Intellectual Property*.

## Exported intangible personal property

Supplies of intangible personal property (IPP) made to non-residents who are not registered for the GST/HST are generally zero-rated.

A supply of an invention, patent, trade secret, trademark, trade name, copyright, industrial design, or other intellectual property, or any right to use such property that is made to a non-registered non-resident is also zero-rated. The exceptions are:

- a supply made to an individual who is in Canada when the supply is made;
- a supply of IPP that relates to real property in Canada or to tangible personal property that is ordinarily situated in Canada;
- a supply of IPP that relates to a supply of a service that is made in Canada. However, if that service is zero-rated as an export, a transportation service, or a financial service, the supply of IPP related to that service may also be zero-rated;
- a supply of IPP that can only be used in Canada; and
- a supply of making a telecommunications facility that is IPP available for use in providing a telecommunication service.

For more information, see GST/HST Info Sheet GI-034, *Exports of Intangible Personal Property*.

### Note

You can claim ITCs to recover the GST/HST paid or payable on purchases and expenses related to your zero-rated supplies of goods and services. For more information, see “Input tax credits” on page 16.

## Imported goods

Goods you import into Canada are subject to the GST or the federal part of the HST, except for items specified as non-taxable importations. Examples of non-taxable importations are:

- certain zero-rated goods (goods that are specifically zero-rated when supplied in Canada, such as prescription drugs, certain medical devices, and basic groceries);
- medals, trophies, and other prizes won outside Canada in competition (but not saleable goods such as an automobile);
- tourist literature imported by governments or specified organizations for public distribution free of charge;
- goods imported by a charity or public institution that have been donated to the charity or institution;
- goods imported for the sole purpose of maintenance, overhaul, or repairs, if neither title nor use of the goods passes, or is intended to pass, while they are in Canada, and the goods are exported within a reasonable amount of time after the services are completed;
- goods imported by manufacturing service companies where the goods are processed for non-residents and later exported without being used in Canada. Any parts to be used in or attached to, and materials directly consumed or expended in, processing those goods are also non-taxable. The manufacturing service companies must apply in writing for an import certificate to be able to import those goods on a non-taxable basis. For more information, see Technical Information Bulletin B-069, *Goods and Services Tax Treatment of Imports by Exporters of Processing Services (Inward Processing)*;
- warranty replacement property and replacement parts supplied by a non-resident at no charge except for shipping and handling; and
- goods valued at \$20 or less sent to a person by mail or courier at an address in Canada, except for the following prescribed goods:
  - excisable goods (such as beer, spirits, wine, and tobacco products); and
  - books, newspapers, magazines, periodicals, or other similar publications, where the vendor was required to register for the GST/HST, but did not do so.

The GST/HST is calculated on the Canadian dollar value of the goods, including duty and excise tax, and is collected at the border at the same time as these duties and taxes. The owner or importer of record is responsible for paying the GST/HST on imported goods. Generally, if you are the importer (the person who caused the goods to be imported into Canada), you can claim an ITC for the tax you paid on the imported goods, as long as you meet the requirements for claiming ITCs.

Taxable non-commercial goods imported by a resident of a participating province are subject to the HST on importation, except for motor vehicles required to be registered in a participating province, or a mobile home or floating home that has been used or occupied in Canada by an individual. The provincial part of the HST on imported motor vehicles is paid at the time the vehicle is registered in a participating province.

Although the provincial part of the HST is not payable when you import commercial goods that are destined for the participating provinces, you may have to self-assess the provincial part. For more information, see “Tax on property and services brought into a participating province” on page 42.

## Imported services and intangible personal property

If you buy services (such as architectural services for a building in Canada) or IPP (such as the right to use a patent in Canada) from an unregistered non-resident person outside Canada, you do not pay the GST/HST if you acquire them to use at least 90% in your commercial activities (100% in the case of financial institutions). You also do not have to self-assess the provincial part of the HST if the imported services or IPP are for consumption, use, or supply 90% or more in the non-participating provinces.

If you do not use the imported services or IPP at least 90% in your commercial activities, you have to report the GST or the federal part of the HST on **line 405** of your GST/HST return and remit the tax directly to us. The tax is calculated on the amount you were charged for the service or IPP and is payable in the reporting period in which the amount for the service or IPP was paid or became payable.

If you are a resident in a participating province and the imported services or IPP are for use less than 90% in your commercial activities and the services or IPP are for consumption, use, or supply 10% or more in the participating provinces, you also have to pay the provincial part of the HST (7% in BC, 10% in Nova Scotia, and 8% in the remaining participating provinces) on the services or IPP to the extent the services or IPP are for consumption, use or supply in those particular provinces. For more information, see “Services” on page 42 or “Intangible personal property” on page 43.

If you are a financial institution and you are a qualifying taxpayer, you may also have to self-assess the GST/HST using the special rules for financial institutions.

### If you are not a registrant

If you are not registered for the GST/HST, you still have to pay tax on imported services or IPP. Use Form GST59, *GST/HST Return for Imported Taxable Supplies and Qualifying Consideration*, to remit the tax. The tax is due by the end of the month following the calendar month in which the amount for the services or IPP was paid or became payable.

## Financial services

Generally, financial services are exempt from GST/HST and you cannot claim ITCs on purchases or acquisitions related to them. Examples of exempt financial services include:

- the exchange, payment, issue, receipt, or transfer of money;
- the operation or maintenance of a savings, chequing, deposit, loan, charge, or other account;
- the issue, transfer of ownership, or repayment of a financial instrument, such as:
  - the right to be paid money,
  - the deposit of money,
  - any share or an interest in a share of the capital stock of a corporation,
  - an insurance policy,
  - an interest or a right to an interest in a partnership, a trust, or an estate of a deceased individual,
  - a precious metal, and
  - an option for future supply of a commodity where the option is traded on a recognized commodity exchange;
- the payment or receipt of money as dividends, interest, principal, or benefits;
- the making of any advance, the granting of any credit, or the lending of money; and
- the payment or receipt of an amount in full or partial satisfaction of a claim arising under an insurance policy.

The supply of certain financial services is zero-rated. For more information, see GST Memorandum G300-3-9, *Financial Services*.

For more information on financial services, see the following publications:

- GST/HST Memorandum 17.1, *Definition of “Financial Instrument”*;
- GST/HST Memorandum 17.2, *Products and Services of a Deposit-Taking Financial Institution*;
- GST/HST Memorandum 17.6, *Definition of “Listed Financial Institution”*;
- GST/HST Memorandum 17.8, *Credit Unions*;
- GST/HST Memorandum 17.10, *Tax Discounters*;
- GST/HST Memorandum 17.14, *Election for Exempt Supplies*; and
- GST/HST Notice 250, *Proposed Changes to the Definition of Financial Service*.

## Insurance claims

Generally, when an insurance company pays out benefits to compensate a claimant under the terms of an insurance policy, it is providing an exempt financial service. The following is an explanation of two kinds of insurance claims:

- life and health insurance claims; and
- property and casualty insurance claims.

### Life and health insurance claims

Under life and health insurance contracts, the settlement of a claim is usually limited to the payment of financial benefits. These payments are financial services and are generally GST/HST-exempt.

### Property and casualty insurance claims

Under property and casualty insurance contracts, the insurer agrees to settle a claim for loss or damage to property either by making a cash settlement with the insured, by paying the cost of repairs to the damaged property, or by paying the cost of replacing the damaged property.

### Cash settlements

A cash settlement is a financial service and is generally GST/HST-exempt.

### Repairs and replacements

There are **two** ways an insurer can settle a loss related to damaged property:

- The insurer repairs or replaces the damaged property.
- The insurer compensates the insured for the cost of repairing or replacing the damaged property.

#### The insurer repairs or replaces the damaged property

The insurer purchases repair services or replacement property directly. The insurer would pay the GST/HST and would not be entitled to claim an ITC because the insurer would not be acquiring the property or service for consumption, use, or supply in the course of a commercial activity.

#### The insurer compensates the insured for the cost of repairing or replacing the damaged property

You, as the insured, acquire the repair services or replacement property directly and are therefore the recipient of the services or property. If you are a registrant, you may be eligible to claim an ITC. If you are a public service body, you may be eligible to claim a rebate. In this situation, the insurer can use the net-of-GST/HST method for settling the property and casualty insurance claim.

The **net-of-GST/HST method** results in an insurer making a payment for an insurance claim only to the extent of the actual loss suffered by the insured in accordance with the terms of the insurance policy. The amount paid to you by an insurer will be reduced by the amount that you are eligible to claim as an ITC or rebate related to the tax portion of the repair or replacement expense.

For more information, see GST/HST Memorandum 17.16, *GST/HST Treatment of Insurance Claims*.

#### Example

You are a GST/HST registrant who uses a car exclusively in the course of your commercial activities. You are involved in an accident. You arrange to have the repairs done at the dealership for \$5,000 plus \$250 GST. Under the car insurance policy, there is a \$500 deductible. You make a cheque payable to the dealership and claim \$250 in tax payable as an ITC. You forward a copy of the invoice to your insurer and ask for compensation less the tax portion. The insurer pays you the following:

Total of invoice .....	\$5,250
Less GST (\$5,000 × 5%).....	(250)
Less deductible .....	<u>(500)</u>
<b>Total compensation from insurer.....</b>	<b><u>\$4,500</u></b>

## Real property

Supplies of real property are generally taxable. This includes supplies by way of sale and by way of lease, licence or similar arrangement. However, there are some specific supplies of real property that are **exempt** from the GST/HST. Some examples include:

- the sale of a house, that was last used by an individual as a place of residence, where the vendor is not a builder of the house for GST/HST purposes and has not claimed any ITCs for the purchase or improvements to the house;

#### Note

There are special rules that apply to builders. Generally, we use the term “builder” to refer to a person that **supplies** new or substantially renovated housing. A person does not have to physically carry out the construction or substantial renovation to be a builder for GST/HST purposes. For more information, see Guide RC4052, *GST/HST Information for the Home Construction Industry*.

- the sale of farmland by an individual to a relative where the farmland was only used in a farming business and the relative is purchasing the farmland for personal use and enjoyment;
- the lease of a house to an individual who occupies it as a place of residence or lodging for a continuous period of at least one month; and
- the lease of a residential unit to an individual who occupies it as a place of residence or lodging for \$20 or less a day.

For more information, see GST/HST Memoranda Series Chapter 19, *Special Sectors: Real Property*.

## Sales of new housing

Beginning July 1, 2010, Ontario and British Columbia (BC) harmonized their provincial sales tax with the GST to implement the HST in those provinces. Also, beginning July 1, 2010, in Nova Scotia, the HST rate increased. For information on the applicable rates, see the table on page 8.

Generally, the HST applies to a taxable supply by a builder of newly constructed or substantially renovated housing in Ontario and BC where both ownership and possession of the housing are transferred to the purchaser **after June 2010**. However, the HST does not apply to a grandparented sale. The GST at 5% applies to a taxable sale of grandparented housing.

Generally, sales of newly constructed or substantially renovated housing are grandparented:

- in Ontario, where a written agreement of purchase and sale was entered into **before June 19, 2009**;
- in BC, where a written agreement of purchase and sale was entered into **before November 19, 2009**; and
- both ownership and possession transfer to the purchaser under the agreement **after June 30, 2010**.

For more information, see GST/HST Info Sheet GI-083, *Harmonized Sales Tax: Information for Builders of New Housing in Ontario*, GST/HST Info Sheet GI-084, *Harmonized Sales Tax: Information for Builders of New Housing in British Columbia*, GST/HST Notice 244, *Questions and Answers on Housing Rebates and Transitional Rules for Housing and Other Real Property Situated in Ontario*, or GST/HST Notice 246, *Questions and Answers on Housing Rebates and Transitional Rules for Housing and Other Real Property Situated in British Columbia*.

In certain situations, the following new rebates may be available:

- a provincial transitional new housing rebate for the estimated Ontario retail sales tax or the BC provincial sales tax embedded in the purchase price of new housing;
- an Ontario or BC new housing rebate for some of the provincial part of the HST paid on the purchase of new housing; and
- an Ontario or BC new residential rental property rebate for some of the provincial part of the HST paid on the purchase of new rental housing or land for residential use.

These new rebates may be available in addition to the existing GST/HST new housing rebate and the GST/HST new residential rental property rebate that may be available for some of the GST or the federal part of the HST on the purchase of new housing or new residential rental housing.

For more information, see Guide RC4028, *GST/HST New Housing Rebate*, and Guide RC4231, *GST/HST New Residential Rental Property Rebate*.

In Nova Scotia, the HST at 15% generally applies to a taxable supply by a builder of newly constructed or substantially renovated housing where both ownership and possession of the housing are transferred to the purchaser **after June 2010**. However, the HST at 13% still applies to taxable sales of single unit homes, duplexes, mobile homes, floating homes, residential condominium units and sales of single unit homes on leased land where a written agreement of purchase and sale was entered into **before April 7, 2010**.

For more information, see GST/HST Info Sheet GI-104, *Nova Scotia HST Rate Increase: Sales and Rentals of New Housing*.

## Purchase and sale agreements entered into before October 31, 2007

If you entered into a written purchase and sale agreement for a new house **before October 31, 2007**, or if ownership or possession of a new house was transferred **before January 1, 2008**, different rates of tax apply. You may also be entitled to a transitional rebate in certain circumstances as a result of the 2006 and 2008 rate reductions. For more information, see the following publications:

- GST/HST Info sheet GI-015, *GST/HST Rate Reduction and Purchasers of New Housing*;
- GST/HST Info sheet GI-043, *The 2008 GST/HST Rate Reduction and Purchases of New Housing*;
- Form GST192, *GST/HST Transitional Rebate Application for Builders of New Housing on Leased Land*; and
- Form GST193, *GST/HST Transitional Rebate Application for Purchasers of New Housing*.

## Who remits the tax for a taxable sale of real property – Vendor or purchaser?

If you make a taxable sale of real property, you generally have to charge and collect the tax on the sale, **even if you are not registered for the GST/HST**. However, in some cases it is the purchaser who has to remit the tax directly to us instead of paying it to you.

Generally, if you are a vendor, you do **not** collect the tax from the purchaser when you make a taxable sale of real property if:

- the purchaser is registered for the GST/HST – This rule does not apply if you make a taxable sale of housing or a cemetery plot or place of burial, entombment, or deposit of human remains or ashes to an **individual**, unless you are a non-resident;
- you are a non-resident of Canada – This rule still applies if you are considered a resident for only certain activities you carry on through a permanent establishment in Canada; or
- you and the purchaser have made an election using election type 2 on Form GST22, *Real Property – Election to Make Certain Sales Taxable*. For more information, see the election form.

**Note**

These rules only apply to taxable sales of real property. They do not apply, for example, if you lease real property or supply it in any other way.

If you do not have to collect the tax on your taxable sale of real property because one of these conditions applies, the purchaser has to pay any tax due on their purchase directly to us.

**If the vendor has to collect and remit the tax**

If you are a vendor who has to collect the tax due on your taxable sale of real property, including a house, account for the tax as follows:

- If you are registered for the GST/HST, include the GST/HST collectible on **line 103** of your regular GST/HST return to calculate your net tax for the reporting period during which the GST/HST became collectible (or include it in your calculation for **line 105** if you are filing electronically).
- If you are not registered for the GST/HST, report the tax collectible on **line 103** of Form GST62, *Goods and Services Tax/Harmonized Sales Tax ((GST/HST) Return (Non-personalized))*. You have to file this return by the end of the month following the month in which the tax became collectible and remit the net tax due with that return.

**Note**

Form GST62 is only available in pre-printed format and is not available for download from our Web site. You can order it online at [www.cra.gc.ca/orderforms](http://www.cra.gc.ca/orderforms) or by calling 1-800-959-2221.

**If the purchaser has to pay the tax directly to us**

If you have to pay the tax on your purchase of real property directly to us, you account for the tax as follows:

- If you are a GST/HST registrant and will use or supply the real property:
  - more than 50% in your commercial activities, you have to report the tax due on **line 205** (GST/HST due on the acquisition of taxable real property) of your GST/HST return for the reporting period in which the tax became payable and remit any positive amount of tax owing for that return; or
  - 50% or less in your commercial activities, you have to report the tax due on Form GST60, *GST/HST Return for Acquisition of Real Property*. You have to file this return by the end of the month following the month in which the tax became payable and pay the tax due with that return. You cannot file Form GST60 electronically.
- If you are a non-registrant, report the tax due on Form GST60, *GST/HST Return for Acquisition of Real Property*. You have to file this return by the end of the month following the month in which the tax became payable and pay the tax due with that return.

**Note**

Form GST60 is available on our Web site at [www.cra.gc.ca/gsthstpub](http://www.cra.gc.ca/gsthstpub) or by calling 1-800-959-2221. You cannot file this return electronically.

**Claiming ITCs for capital real property**

The following rules are for GST/HST registrants. Generally, you can claim an ITC equal to either a percentage or the entire amount of the GST/HST paid or payable on purchases of real property (including improvements to real property) that you intend to use in your commercial activities. There are different rules for claiming ITCs for real property, depending on whether you are:

- a corporation or partnership;
- an individual;
- a public service body; or
- a financial institution.

**Note**

See the next page for a chart that summarizes the ITC rules for purchases of real property that are explained in the following sections.

**Corporations and partnerships**

The rules for claiming ITCs for real property are as follows:

- If the use of the real property in commercial activities is 10% or less, you cannot claim an ITC.
- If the use of the real property in commercial activities is more than 10% and less than 90%, you can claim an ITC based on the percentage of use in commercial activities.
- If the use of the real property in commercial activities is 90% or more, you can claim a full ITC.

**Note**

These rules do not apply to a corporation or partnership that is a financial institution.

**Example**

A corporation buys a building in Manitoba and intends to use it 60% in its commercial activities. The corporation can claim an ITC for 60% of the GST it paid.

Cost of building.....	\$500,000
GST payable (\$500,000 × 5%).....	\$25,000
ITC = \$25,000 × 60%.....	\$15,000

**Individuals**

Individuals have to follow the same rules for claiming ITCs for real property as those mentioned for corporations and partnerships. However, an individual cannot claim any ITC for a purchase of capital real property if they use the property more than 50% for their personal use and enjoyment, or for that of a related individual, either individually or in combination.

## Public service bodies

The general rule that applies to public service bodies (PSBs) on purchases of capital real property is the same as the rule that applies for calculating ITCs on purchases of other capital property (the primary use rule applies).

However, if a PSB has filed an election to treat certain exempt supplies of a particular real property as taxable, the rules for determining ITCs that apply to corporations and partnerships apply for determining ITCs for the purchase of **that particular property** and any improvements that the PSB later makes to that property. Real property for which an election was not filed remains subject to the primary use rule (see the chart below).

See the following guides and form for information on the ITC rules that apply to PSBs when they purchase real property:

- Guide RC4049, *GST/HST Information for Municipalities*;
- Guide RC4081, *GST/HST Information for Non-Profit Organizations*;
- Guide RC4082, *GST/HST Information for Charities*; and
- Form GST22, *Real Property – Election to Make Certain Sales Taxable*.

## Financial institutions

Financial institutions have to claim their ITCs for capital real property based on the percentage of use in commercial activities, regardless of whether the property is used 10% or less (or 90% or more) in commercial activities.

Percentage of use in commercial activities	ITCs for capital real property			
	Partnerships and corporations***	Individuals*	Public service bodies**	Financial institutions
≤10%	None	None	None	% of use
>10% and ≤50%	% of use	% of use	None	% of use
>50% and <90%	% of use	% of use	100%	% of use
≥90%	100%	100%	100%	% of use

\* Individuals cannot claim an ITC if the property is used more than 50% for their personal use or that of a related individual, either individually or in combination.

\*\* Where a PSB is determining ITCs for real property for which it **has not** made an election.

\*\*\* Where a PSB is determining ITCs for real property for which it **has** made an election (for information on the election, see Guide RC4049, *GST/HST Information for Municipalities*, Guide RC4081, *GST/HST Information for Non-Profit Organizations*, or Guide RC4082, *GST/HST Information for Charities*).

## Claiming ITCs for improvements to capital real property

An improvement to capital real property means any property or service acquired or goods imported to improve the capital real property, to the extent that the price paid for those acquisitions or importations is included in determining the adjusted cost base of the capital real property for income tax purposes (or would be included if the owner of the property were a taxpayer under the *Income Tax Act*).

If you are a GST/HST registrant, the ITC you can claim for an improvement to capital real property is based on the extent you were using the real property in your commercial activities at the time you last acquired the real property. This means the ITC is based on the **use of the real property** in your commercial activities, **not** on the use of the improvement itself in your commercial activities.

However, if you are a GST/HST registrant who is an individual, you cannot claim an ITC for an improvement to capital real property if you last acquired the real property primarily for your personal use and enjoyment or that of a relative, either individually or in combination.

## Change-in-use rules for capital real property

### Corporations and partnerships

The following rules apply to corporations and partnerships that are GST/HST registrants. They also apply to certain capital real property of a PSB that has made an election to treat certain otherwise exempt supplies of that property as taxable.

If you are a corporation, a partnership, or a PSB that has made an election as discussed above, and you begin to use, or you increase your use of, capital real property in your commercial activities, you may be able to claim an ITC. If you decrease your use of or stop using capital real property in your commercial activities, you generally have to repay all or part of the ITC you previously claimed or were entitled to claim.

If you change your use of capital real property, any ITC you may be entitled to claim or any amount you have to repay is calculated based on the basic tax content of the property at the time of the change-in-use (see "Calculating the basic tax content" on page 22).

### Beginning use in commercial activities

If you own capital real property that you do not use in your commercial activities, you would not have been entitled to claim any ITCs when you last acquired the property. However, if you begin to use that property more than 10% in your commercial activities, you are considered to have purchased the real property at that time and, unless the purchase is exempt, to have paid the GST/HST on the purchase equal to the basic tax content of the property at that time. As a result, you can claim an ITC equal to the basic tax content of the property multiplied by the percentage of use of the property in your commercial activities.

#### Note

If you become a registrant on the same day that you begin to use the property in your commercial activities, see "New registrants" on page 20 for the rules that apply on becoming a registrant.

### Example 1

A corporation that is a registrant buys an office building and the related land, located in Manitoba, to use only in exempt activities (other than residential rentals). Therefore, it cannot claim an ITC for any of the tax it paid to purchase the property.

Cost of property .....	\$500,000
GST (\$500,000 × 5%) .....	\$25,000

The corporation later begins to use the property 60% in commercial activities. As a result, the corporation is considered to have purchased the property. In this particular case, the purchase is taxable. The corporation has not made any improvements to the property.

The fair market value of the property at the time the corporation begins using it in commercial activities is \$550,000. The corporation can claim an ITC, based on the basic tax content of the property, calculated as follows:

$$\begin{aligned} \text{Basic tax content} &= (A - B) \times C \\ &= (\$25,000 - \$0) \times \$550,000 / \$500,000 \\ &= \$25,000 \times 1 \text{ (maximum)}^* \\ &= \$25,000 \\ \text{ITC} &= \$25,000 \times 60\% \\ &= \$15,000 \end{aligned}$$

\* We use 1 as the value for C in the above calculation because C is equal to the lesser of 1 and the fair market value at the time of the change-in-use divided by the cost of the property and improvements made since it was last acquired.

### Increasing use in commercial activities

When you increase the percentage of use of capital real property in your commercial activities by 10% or more, you are considered to have purchased the real property to the extent you increased the use by and, unless the purchase is exempt, to have paid the GST/HST equal to the basic tax content of the property multiplied by the percentage of the increase-in-use in commercial activities. As a result, you can claim an ITC equal to the GST/HST you are considered to have paid.

### Example 2

Continuing with example 1, the corporation later increases the use of the real property in its commercial activities from 60% to 80% (an increase of 20%). As a result, the corporation is considered to have purchased an additional 20% of the property. In this case, the purchase of that part of the property is taxable.

The fair market value of the property at the time of this change-in-use is \$600,000. Since the corporation increased the commercial use of the property by 10% or more, they can claim an additional ITC calculated as follows:

$$\begin{aligned} \text{Basic tax content} &= (A - B) \times C \\ &= (\$25,000 - \$0) \times \$600,000 / \$500,000 \\ &= \$25,000 \times 1 \text{ (maximum)} \\ &= \$25,000 \\ \text{ITC} &= \$25,000 \times 20\% \\ &= \$5,000 \end{aligned}$$

#### Note

If you increase the use in your commercial activities to 90% or more, you are considered to be using the property 100% in your commercial activities.

### Decreasing use in commercial activities

When you decrease the use of capital real property in your commercial activities by 10% or more (without stopping its use in those activities), you are considered to have sold the property to the extent you decreased the use by, and, unless the sale is exempt, to have collected the GST/HST on the part of the property that you are no longer using in your commercial activities.

To calculate the amount of the GST/HST you are considered to have collected, multiply the basic tax content of the property at the time you change the use by the percentage of the decrease-in-use in your commercial activities.

### Example 3

Continuing with example 2, the corporation later decreases the use of the property in its commercial activities from 80% to 30% (a decrease of 50%). As a result, the corporation is considered to have sold 50% of the property. In this case, the purchase of that part of the property is taxable.

The fair market value of the property at the time of this change-in-use is \$550,000. The corporation has to account for the GST it is considered to have collected, calculated as follows:

$$\begin{aligned} \text{Basic tax content} &= (A - B) \times C \\ &= (\$25,000 - \$0) \times \$550,000 / \$500,000 \\ &= \$25,000 \times 1 \text{ (maximum)} \\ &= \$25,000 \\ \text{GST collected} &= \$25,000 \times 50\% \\ &= \$12,500 \end{aligned}$$

The corporation has to include \$12,500 GST on **line 103** of its GST/HST return, or include the amount in its calculation of **line 105** if it is filing an electronic return, when it calculates its net tax for the reporting period during which the change-in-use occurs to account for the GST it is considered to have collected.

### Stopping use in commercial activities

When you stop using capital real property for commercial activities (that is, when you reduce the use in commercial activities to 10% or less) and you begin to use the property 90% or more for non-commercial activities, we consider you to have sold the property and, unless the sale is exempt, to have collected the GST/HST on this sale.

The GST/HST that you are considered to have collected is equal to the basic tax content of the property. As a result, you have to include the amount of the basic tax content in your net tax calculation on your GST/HST return for the reporting period in which the change-in-use occurs.

#### Example 4

Continuing with example 3, in which the property was being used 30% in commercial activities, it is now no longer being used in commercial activities. As a result, the corporation is considered to have sold the property. In this case, the purchase of that part is taxable.

The fair market value of the property at the time of this change in use is \$650,000. The GST the corporation is considered to have collected is calculated as follows:

**Basic tax content = (A – B) × C**

$$\begin{aligned} &= (\$25,000 - \$0) \times \$650,000 / \$500,000 \\ &= \$25,000 \times 1 \text{ (maximum)} \\ &= \$25,000 \end{aligned}$$

The corporation has to include \$25,000 GST on **line 103** of its GST/HST return (or include the amount in its calculation for **line 105** if the corporation is filing an electronic return), for the reporting period during which it stopped using the building in its commercial activities to account for the tax it is considered to have collected.

However, since the corporation is considered to have made a taxable sale of the building, as a registrant, the corporation may be eligible to claim an ITC to recover the tax it previously paid on the property that it could not recover.

To calculate the amount of the ITC that may be available, multiply the percentage that the property was used in non-commercial activities immediately before the sale that the corporation is considered to have made by the **lesser** of the following two amounts:

- the basic tax content of the property at the time of the deemed sale (\$25,000 as calculated above); and
- the tax payable (the tax the corporation is considered to have collected) on that sale (\$25,000).

In this case, the corporation would be eligible to claim an ITC as follows:

$$\text{ITC} = 70\% \times \$25,000 = \$17,500$$

We use 70%, because it is the percentage of use in non-commercial activities immediately before the sale the corporation is considered to have made (since the corporation was using the property 30% in its commercial activities).

We use \$25,000 because, in this case, the basic tax content of the building and the tax payable on the deemed sale both equal \$25,000.

Since the corporation is no longer using the property in its commercial activities, the corporation is now in the same position it would have been if it initially bought the property to use exclusively in non-commercial activities.

For more information, see GST/HST Memorandum 19.4.2, *Commercial Real Property – Deemed Supplies*, or call **1-800-959-8287**.

### Individuals

The following rules apply to individuals who are GST/HST registrants.

If you are an individual and you begin to use, or you increase your use of, capital real property in your commercial activities, you may be considered to have purchased the property at that time and to have paid the GST/HST. Therefore, you may be entitled to claim an ITC. If you decrease your use of or stop using capital real property in your commercial activities, or you begin to use it primarily for your or a relative's personal use and enjoyment either individually or in combination, you generally have to repay all or part of the ITC you previously claimed or were entitled to claim.

If you begin to use or increase your use of capital real property in your commercial activities, any ITC you are entitled to claim is based on the basic tax content of the property at the time of the change-in-use. If you decrease or stop your use of capital real property in your commercial activities, any GST/HST you have to repay is based on the fair market value or the basic tax content of the property at the time of the change-in-use, depending on whether there is an increase in personal use or in the use in exempt activities. For more information on the basic tax content calculation, see "Calculating the basic tax content" on page 22.



## Beginning use in commercial activities

If you are an individual and you own capital real property that you use primarily (more than 50%) for your or a relative's personal use and enjoyment, either individually or in combination, or if you do not use the property in commercial activities (10% or less), you would not have been entitled to claim an ITC when you last acquired the property. However, if you begin to use that property more than 10% in your commercial activities and you do not use the property primarily for such personal use, you are considered to have purchased the property at that time and, unless the purchase is exempt, to have paid the GST/HST on the purchase. If you are considered to have paid the GST/HST you can claim an ITC equal to the **basic tax content** of the property at the time you begin using it in commercial activities multiplied by the percentage of use of the property in your commercial activities.

### Note

If you become a registrant on the same day that you begin to use the property in your commercial activities, see "New registrants" on page 20 for the rules that apply on becoming a registrant.

## Example 1

You are an individual who is registered for the GST/HST. You paid a total of \$300,000 plus \$15,000 GST to purchase land, construction materials and services to construct a building in Alberta. The property is capital property used exclusively to provide exempt music lessons.

You were not entitled to claim any rebates or ITCs for the tax paid on the land or on any of your construction costs.

You later begin to use the property 60% in your bookkeeping business (commercial activity). As a result of the change-in-use, you are considered to have purchased the property at that time and, because the purchase is taxable in this case, you are considered to have paid the GST.

The fair market value of the property at the time you begin using it in your commercial activities is \$400,000. You are entitled to claim an ITC, calculated as follows:

$$\begin{aligned}\text{Basic tax content} &= (A - B) \times C \\ &= (\$15,000 - \$0) \times \$400,000 / \$300,000 \\ &= \$15,000 \times 1 \text{ (maximum)} \\ &= \$15,000 \\ \text{ITC} &= \$15,000 \times 60\% \\ &= \$9,000\end{aligned}$$

## Increasing use in commercial activities

When you increase the percentage of use of capital real property in your commercial activities by 10% or more, and you are not using the property primarily for your or a relative's personal use and enjoyment, either individually or in combination, you are considered to have purchased the property to that extent and, unless the purchase is exempt, to have paid the GST/HST equal to the basic tax content of the property multiplied by the percentage of the increase-in-use in commercial activities. As a result, you can claim an ITC equal to the GST/HST you are considered to have paid.

## Example 2

You are an individual who is a registrant and you purchase a building in Saskatchewan. You use 40% of the property in your daycare business to provide exempt daycare services and 60% of the property is for use in your taxable construction activities. The building is capital property used primarily in your commercial activity. You claimed an ITC for a portion of the tax you paid at the time you purchased the property.

Cost of property .....	\$500,000
GST (\$500,000 × 5%).....	\$25,000
ITC claimed (\$25,000 × 60%).....	\$15,000

You later increase the use of the property in your commercial activities from 60% to 80%. As a result, you are considered to have purchased an additional 20% of the property and to have paid the GST.

The fair market value of the property at the time of this change-in-use is \$600,000. You can claim an additional ITC, calculated as follows:

$$\begin{aligned}\text{Basic tax content} &= (A - B) \times C \\ &= (\$25,000 - \$0) \times \$600,000 / \$500,000 \\ &= \$25,000 \times 1 \text{ (maximum)} \\ &= \$25,000 \\ \text{ITC} &= \$25,000 \times 20\% \\ &= \$5,000\end{aligned}$$

### Note

If you increase the use in your commercial activities to 90% or more, you are considered to be using the property 100% in your commercial activities.

## Decreasing use in commercial activities

When you decrease the use of capital real property in your commercial activities by 10% or more (without stopping its use in those activities) and you do not begin to use it primarily (more than 50%) for your or your relative's personal use and enjoyment, either individually or in combination, you are considered to have **sold** the property to the extent that you reduced the use in commercial activities. Unless the sale is exempt, you are considered to have collected the GST/HST on the part of the property that you are no longer using in your commercial activities.

### Note

If you decrease the property use in your commercial activities to 10% or less, you are considered to have stopped using the property in your commercial activities (see "Stopping use in commercial activities" on page 59).

When you decrease the use in **your** commercial activities, you have to use the following formula to calculate the amount of the GST/HST you are considered to have collected:

$$(A \times B) - C$$

**A** is the basic tax content of the property at the time of the change-in-use;

**B** is the percentage that you reduced the use of the property in your commercial activities; and

**C** is the amount of any GST/HST that you are considered to have collected on the fair market value of the property, or a part of the property, because you appropriated the property (or part) that was used as capital property in your business or commercial activities for your or your relative's personal use and enjoyment, including residential use (see "Changing the use of the property to personal use" below).

### Example 3

Continuing with example 2, you later decrease your use of the property in commercial activities from 80% to 40% (a decrease of 40%). You are now using the building 60% to provide the exempt daycare services.

As a result of this change-in-use, you are considered to have made a taxable sale of the part of the building that you were using in commercial activities and are now using in exempt activities (40%).

The fair market value of the property at the time you reduce its use in commercial activities is \$650,000. The GST you are considered to have collected on that sale is calculated as follows:

$$\begin{aligned} \text{Basic tax content} &= (A - B) \times C \\ &= (\$25,000 - \$0) \times \$650,000 / \$500,000 \\ &= \$25,000 \times 1 \text{ (maximum)} \\ &= \$25,000 \end{aligned}$$

$$\begin{aligned} \text{GST collected} &= (A \times B) - C \\ &= (\$25,000 \times 40\%) - \$0 \\ &= \$10,000 \end{aligned}$$

You have to include \$10,000 GST on **line 103**, or **line 105** if you are filing an electronic return, of your GST/HST return when you calculate your net tax for the reporting period during which the decrease-in-use in your commercial activities occurs to account for the GST you are considered to have collected.

### Changing the use of the property to personal use

If you begin using the property **primarily** for your or your relative's personal use and enjoyment, either individually or in combination, you are considered to have stopped using the property in your commercial activities and to have sold the property, or a part of the property, and to have collected the GST/HST on that sale.

The GST/HST that you are considered to have collected is equal to the GST/HST calculated on the fair market value of the property where you appropriated the property to begin using it for personal use.

### Example 4

Continuing with example 3, you later decide to close your daycare business and you begin to use that part of the building only as a place of storage for your personal items, meaning that you are now using 40% of the building for commercial use and 60% for personal use. Because you are using the property primarily for personal use, you are considered to have stopped using the property in your commercial activities.

The fair market value of the property at the time you begin to use it **primarily** for personal use is \$700,000.

The GST you are considered to have collected because you began using the property primarily for your personal use is equal to the GST calculated on the fair market value of the property at the time you began using it primarily for personal use.

$$\text{GST collected} \quad \$700,000 \times 5\% = \$35,000$$

The GST you are also considered to have collected because you stopped using the property in commercial activities is calculated as follows:

$$\begin{aligned} \text{Basic tax content} &= (\$25,000 - \$0) \times \frac{\$700,000}{\$500,000} \\ &= \$25,000 \times 1 \text{ (maximum)} \\ &= \$25,000 \\ \text{GST collected} &= A - B \\ &= \$25,000 - \$35,000 \\ &= \$0^* \end{aligned}$$

\* Since the result of this calculation is negative, the amount you are considered to have collected for stopping the use in commercial activities is equal to 0.

### Note

In this case, the amount you are considered to have collected for your stopping use of the property in commercial activities is \$0 because the amount you are considered to have collected for the change to primarily for personal use is more than the basic tax content of the building. However, depending on your situation, this may not always be the case.

Therefore, you are considered to have collected a total of \$35,000 GST (for the sale you are considered to have made for the change to exclusive personal use).

You have to report the \$35,000 GST that you are considered to have collected for your change-in-use to personal use on **line 103** of your regular GST/HST return (or include it in your calculation for **line 105** if you are filing an electronic return).

## Stopping use in commercial activities

When you reduce the use of capital real property in your commercial activities to 10% or less, or you begin to use the property primarily (more than 50%) for your or your relative's personal use and enjoyment, either individually or in combination, you are considered to have stopped using the property in commercial activities and to have sold the property and, unless the sale is exempt, to have collected the GST/HST on this sale.

The GST/HST that you are considered to have collected is equal to the basic tax content of the property. As a result, you have to include the amount of the basic tax content in your net tax calculation on your GST/HST return for the reporting period in which the change-in-use occurs.

You have to use the following formula to calculate the amount of the GST/HST you are considered to have collected:

### A – B

**A** is the basic tax content of the property at the time of the change-in-use; and

**B** is the amount of the GST/HST, if any, that you are considered to have collected on the fair market value of the property, or part of the property, because you had used the property, or part, as capital property in a business or commercial activity and began using it for your or your relative's personal use and enjoyment.

If you are stopping the use of the capital real property in commercial activities and you also begin using, or increase the use of, the property for your or your relative's personal use and enjoyment, you may also be considered to have sold the property, or a part of the property, at the time you begin using the property, or part of the property, for such personal use. In this case, you are considered to have collected the GST/HST calculated on the fair market value of the property, or part of the property.

### Example 5

Returning to example 3, in which the property was being used 40% in commercial activities and 60% in exempt activities, you now decide to use the entire building to provide exempt daycare services. The property is no longer being used in commercial activities. As a result, you are considered to have sold the property.

The fair market value of the property at the time of this change in use is still \$650,000. The GST you are considered to have collected is calculated as follows:

$$\begin{aligned}\text{Basic tax content} &= (\text{A} - \text{B}) \times \text{C} \\ &= (\$25,000 - \$0) \times \$650,000/\$500,000 \\ &= \$25,000 \times 1 \text{ (maximum)} \\ &= \$25,000\end{aligned}$$

You have to include \$25,000 GST on **line 103** of your GST/HST return (or include it in your calculation for **line 105** if you are filing an electronic return) for the reporting period during which you stopped using the building in your commercial activities to account for the tax you are considered to have collected.

Since you are considered to have made a taxable sale of the building, as a registrant, you may be eligible to claim an ITC to recover the tax you previously paid on the property that you could not recover. For more information, see "Claiming ITCs when you make a taxable sale of real property" below.

### Note

If you change or increase the use of the property to personal use at the same time that you are decreasing or stopping the use in commercial activities, you are considered to have sold the property under both scenarios and to have collected tax equal to the greater of the two amounts. For more information, see GST/HST Memorandum 19.2.3, *Residential Real Property – Deemed Supplies*, or call 1-800-959-8287.

## Public service bodies

If you are a public service body (PSB), the change-in-use rules that apply to you for capital real property are generally the same as those that apply to you for capital personal property. For more information, see the following guides:

- Guide RC4049, *GST/HST Information for Municipalities*;
- Guide RC4081, *GST/HST Information for Non-Profit Organizations*; and
- Guide RC4082, *GST/HST Information for Charities*.

However, if you have filed an election to treat your exempt supplies of certain real property as taxable, the change-in-use rules for capital personal property do not apply and the change-in-use rules for capital real property that apply to corporations and partnerships apply, **but only for the property for which you filed the election**. For more information, see the change-in-use rules for corporations and partnerships on page 54.

## Financial institutions

The change-in-use rules for real property that apply to financial institutions are similar to those that apply to corporations and partnerships, described on page 54.

## Claiming ITCs when you make a taxable sale of real property

If you are a GST/HST registrant and you make a taxable sale of real property, you are generally entitled to claim an ITC for the GST/HST that you paid for your last acquisition of the property (for example, when you purchased it or were last considered to have purchased it under the self-supply rules for builders of new housing), but were not previously entitled to recover. For more information, see GST/HST Memorandum 19.2.3, *Residential Real Property – Deemed Supplies*, or call 1-800-959-8287.

### Example

You are an individual who is a GST/HST registrant and you construct a building in Saskatchewan. You paid a total of \$500,000 plus \$25,000 GST to purchase land, goods and services to construct the building. You use 40% of the building to provide exempt daycare services and 60% to provide taxable construction services. The building is capital property used primarily in a commercial activity.

You claimed ITCs of \$15,000 ( $60\% \times \$25,000$ ) for the tax paid on the land and on your construction costs. Since you are using 40% of the building in exempt activities, you were unable to recover the GST you paid on the land and construction costs that relate to those activities.

You then make a taxable sale of the building for \$700,000. Since you made a taxable sale of the building, you are eligible to claim an ITC to recover the tax that you paid on your purchase of the property that you could not previously recover.

To calculate the amount of the ITC that may be available, multiply the percentage that the property was used in **non-commercial** activities immediately before the sale by the **lesser** of the following two amounts:

- the basic tax content of the property at the time of that sale; and
- the tax payable on that sale.

In this case, you would be eligible to claim an ITC as follows:

$$\text{ITC} = *40\% \times \$25,000** = \$10,000$$

\* We use 40% since it is the percentage of use in non-commercial activities immediately before the sale (you were using it 60% in your commercial activities and were already entitled to claim ITCs for the property for that use).

\*\* We use \$25,000, which is the basic tax content of the property, since this is less than the tax payable of \$35,000 ( $\$700,000 \times 5\%$ ) on the sale.

## Returns and warranties

### Returnable beverage containers

#### Refundable deposits

There is no GST/HST on deposits for returnable beverage containers that are refundable to consumers.

When a bottler or manufacturer sells beverages in sealed returnable containers to you, the GST/HST is not charged on the refundable deposit. When you sell the beverages in the sealed containers to your customer, you do not charge the GST/HST on the refundable deposit.

When you accept used and empty containers from customers, no part of the refund to the consumer is a refund of tax and, therefore, you would not claim an ITC for that refund. When you return used containers to a depot or a bottler, there is no GST/HST charged on the refund you receive.

### Example

You are a retailer in a non-participating province. You sell a beverage in a returnable container to a consumer in a non-participating province and charge a fully refundable deposit.

Beverage .....	\$1.00
Deposit.....	<u>0.15</u>
Subtotal.....	\$1.15
GST ( $\$1.00 \times 5\%$ ).....	<u>0.05</u>
Total .....	<u>\$1.20</u>

### Non-refundable deposits

In some provinces, only part of the deposit is refundable to the consumer. Non-refundable amounts such as environmental levies and recycling fees are separately charged in addition to the refundable deposit. In these cases, you only exclude the GST/HST from the amount of the deposit refundable to the consumer.

The non-refundable amounts are subject to the GST/HST at the same rate as the beverage.

### Example

You are a retailer in a non-participating province. You sell a beverage in a returnable container to a consumer and charge a deposit. Half of the deposit is refundable.

Beverage .....	\$1.00
Deposit (includes \$0.05 refundable) .....	0.10
Container recycling fee.....	<u>0.15</u>
Subtotal.....	\$1.25
Less: refundable part of the deposit .....	<u>(0.05)</u>
Total subject to tax .....	\$1.20
GST ( $\$1.20 \times 5\%$ ).....	<u>0.06</u>
Total ( $\$1.25 + \$0.06$ ) .....	<u>\$1.31</u>

You have to collect and remit the GST/HST on non-refundable deposits you charge when you sell beverages. Also, you can claim ITCs for the GST/HST you are charged on non-refundable deposits you pay when you purchase beverages, unless you are located in a participating province.

Special rules apply in New Brunswick, Newfoundland and Labrador, and Nova Scotia where the deposits include tax, and only part of the deposit on certain beverage containers is refundable. A bottler or manufacturer sells the beverages to you and charges the deposit. The bottler or manufacturer sends us the HST included in the deposit. You do not claim an ITC for the HST included in the deposit. When you sell the beverages and containers to your customer, you remit the HST on the sale of the beverage and the HST included in the non-refundable part of the deposit.

For information on the applicable HST rates, see the table on page 8.

### Example

You are a retailer in Newfoundland and Labrador. You sell a beverage in a returnable container to a consumer and charge a deposit, half of which is refundable.

Beverage.....	\$1.00
Deposit (\$0.05 of which includes HST).....	<u>0.10</u>
Beverage + deposit .....	\$1.10
Beverage.....	\$1.00
Portion of non-refundable deposit excluding tax $(\$0.10 - 0.05) \times (100 \div 113) = \$0.0442$ rounded at .....	<u>0.04</u>
Total subject to tax.....	\$1.04
Amount paid for beverage + deposit.....	\$1.10
HST $(\$1.04 \times 13\%)$ .....	<u>0.14</u>
Total.....	<u>\$1.24</u>

### Note

In Nova Scotia you would use 15% in the above example instead of 13%. To calculate the portion of the non-refundable deposit excluding tax, use  $100 \div 115$  in Nova Scotia.

Some registrants, such as take-out establishments that provide eating areas on their premises, may charge tax on the refundable deposit. If you are such a registrant, and you do not charge tax on the refundable deposit, you have to pay an amount equal to the tax on the refundable deposit when you collect the empty containers from your premises and redeem them for the refunds.

For more information, see Technical Information Bulletin B-089, *Returnable Containers*.

## Returnable containers

The GST/HST generally applies to empty returnable containers. However, we consider usual packaging or containers (other than returnable beverage containers) to be part of the goods they cover or contain and tax them on the same basis as the goods they hold. For example, containers filled with medical oxygen are zero-rated.

When a customer returns a container that held goods, you can treat the transaction in one of two ways, depending on the terms of the original agreement as either:

- a **sale** by the customer to you (the original supplier); or
- a **refund** you pay to the customer.

If the return of the container is treated as a **sale**, the customer, if a registrant, charges you the GST/HST on the return of the container. You can claim an ITC for the GST/HST payable on the purchase of the container.

If the return is treated as a **refund**, you may have to issue a credit note to the customer or, alternatively, the customer may have to give you a debit note. In that case, see “Returned goods” later on this page.

For more information, see Technical Information Bulletin B-038, *Returnable Containers Other than Beverage Containers*.

## Returned goods

If you give customers a refund or credit for all or part of an amount they paid or were charged for goods they return, you can adjust, refund, or credit the customer the GST/HST you first charged or collected on these goods. If you do this, you have to issue a credit note to the customer, or have the customer issue a debit note to you. Be sure the following information is included on the credit or debit note:

- a statement or other indication that the document is a credit or debit note;
- your business or trading name, or the name of your intermediary, and your Business Number (BN), or the BN of the intermediary;
- the customer’s name or trading name, or the name of the customer’s authorized agent or representative;
- the date on which the note is issued; and
- one of the following:
  - the amount of the adjustment, refund, or credit for tax; or
  - a statement that the total amount for which the note is issued includes the adjustment, refund or credit of tax, the tax rate (GST or HST) that applies to each taxable supply for which tax is reduced, and either the total amount and tax reduced for all the supplies to which the same tax rate applies or the total amount and tax reduced for each supply.

You can deduct the amount of the GST/HST adjusted, refunded, or credited in determining your net tax for the reporting period in which you issued the credit note or received the debit note, as long as that amount was previously included in your net tax. In turn, if your customer claimed an ITC, the customer has to add that amount back when calculating its net tax. If your customer claimed a rebate, the customer has to repay that amount.

You have four years from the end of the reporting period during which you reduced the purchase price to make the adjustment, refund, or credit.

If you refund only a certain percentage of the purchase price (for example, 85%) and keep the balance as a restocking charge, you refund only 85% of the GST/HST you first collected. You would issue a credit note, or the customer would issue a debit note, for the amount of the GST/HST you refunded.

If you and the customer are GST/HST registrants, you can choose not to refund or credit the customer the GST/HST that was previously paid. You may wish to forgo the GST/HST refund if you have already sent us the tax and the customer has already claimed an ITC. In this case, you refund the amount without including the GST/HST that the customer first paid. You and your customer do not have to make any adjustments on your GST/HST returns.

## Warranty reimbursements

When warrantors reimburse warranty holders for goods or services covered under the terms of a warranty and provided by a third party, they can claim ITCs for the applicable GST/HST.

For example, if you are a warrantor you may reimburse a warranty holder who pays for repairs. The ITC you can claim is based on the part of the total cost that you reimburse the warranty holder. Calculate your ITC using the formula:

$$\frac{A \times B}{C}$$

**A** is the GST/HST payable by the warranty holder for the repairs;

**B** is the amount of the reimbursement; and

**C** is the cost to the warranty holder of the repair.

You have to include with the reimbursement a written statement that part of the reimbursement represents the GST/HST.

### Example 1

Michael is a sales person who uses his car to meet clients. He is a GST/HST registrant. His car breaks down and he calls for emergency roadside assistance, which is covered under his warranty. There is no dealer nearby, and the only repair shop within towing distance is an independent garage. The garage tows and repairs the car for a total of \$630 (\$500 plus \$100 for a remote service charge, plus \$30 GST).

Michael sends this bill to the warrantor who agrees to pay the bill, except for the remote service charge, based on the terms of the warranty. There is a \$50 deductible plus the GST under the warranty. The warrantor reimburses Michael \$472.50, calculated as follows:

Total paid by Michael .....	\$630.00
Less \$100 remote service charge plus \$5 GST .....	(105.00)
Less \$50 deductible plus \$2.50 GST .....	(52.50)
<b>Amount reimbursed to Michael .....</b>	<b><u>\$472.50</u></b>

Using the formula given earlier on the previous page, the warrantor can claim an ITC of \$22.50 calculated as follows:

$$\begin{aligned} \text{ITC} &= \$30.00 \times \frac{\$472.50}{\$630.00} \\ &= \$22.50 \end{aligned}$$

If Michael, the warranty holder, is registered for the GST/HST, he may be entitled to claim an ITC or a rebate for all or part of the \$30 of GST he paid.

However, part of the reimbursement Michael received from the warrantor is for some of the GST he paid. In this case, we consider Michael to have made a taxable supply to the warrantor at the time the reimbursement is paid.

Michael has to remit an amount calculated using the following formula:

$$\frac{A \times B}{C}$$

**A** is the amount of the GST/HST reimbursed;

**B** is the total of ITCs and rebates that the warranty holder was entitled to claim for the goods and services; and

**C** is the GST/HST payable by the warranty holder for the goods and services.

### Example 2

Michael uses his car 80% in commercial activities. He is entitled to claim an ITC of \$24 (\$30 × 80%) for the GST he paid on the car repair charges described in example 1.

We consider Michael to have made a taxable supply of \$472.50 to the warrantor for the reimbursed goods and services. This means that he has to remit the GST calculated as follows:

$$\begin{aligned} \text{GST to remit} &= \$22.50 \times \frac{\$24.00}{\$30.00} \\ &= \$18.00 \end{aligned}$$

Michael remits \$18 by adding this amount to **line 103** of his GST/HST return for the reporting period in which he received the reimbursement.

Michael can claim an ITC of \$24 by including this amount on **line 107** of his GST/HST return.

## Selling goods, services, and rights for others

### Auctioneers

If you are a registrant auctioneer selling goods for a person (who may be referred to as a vendor, owner or principal), you are considered to have made a taxable sale of goods. This means that regardless of whether the vendor is a registrant, it is you as the auctioneer who must charge and remit the GST/HST on the sale of the vendor's goods, unless you made a zero-rated sale of goods.

However, you do not charge or account for the GST/HST on your commission or other services provided to the vendor that relate to the sale of the goods, such as short-term storage and advertising.

For more information, see GST/HST Info Sheet GI-010, *Auctioneers*.

## Election

A vendor (who may also be referred to as an owner or principal) and an auctioneer can make a joint election to have the vendor account for the GST/HST on the sale of auctioned goods if the following conditions are met:

- both the vendor and auctioneer are GST/HST registrants;
- the sale of the goods would be a sale of taxable goods if sold by the vendor;
- the goods are prescribed in the *Property Supplied by Auction (GST/HST) Regulations*; and
- at least 90% of the value of the goods sold at auction on a particular day on behalf of the vendor is for prescribed goods.

Prescribed goods include:

- motor vehicles designed for highway use;
- cut flowers, potted plants, and plant bulbs;
- horses; and
- machinery and equipment designed for use in certain industries.

Once the auctioneer makes a joint election with a vendor, the auctioneer collects the GST/HST on the sale of the goods and gives it to the vendor. The vendor accounts for the GST/HST. The auctioneer charges the vendor the GST/HST on his/her commission and on any services provided to the vendor, such as short-term storage and advertising and accounts for that GST/HST in his/her net tax calculation.

To make an election, complete Form GST502, *Election and Revocation of Election Between Auctioneer and Principal*. Both the vendor and the auctioneer must keep a signed copy of the election in their records.

## Agents

If you are acting as an agent (excluding auctioneers of goods) making taxable supplies of property and services on behalf of a person (who may be referred to as a vendor, owner or principal), different rules apply to determine who has to charge and account for the GST/HST on the sale. These rules depend, in part, on whether the vendor would have had to charge the GST/HST if the vendor had sold the goods or services directly to the purchaser.

To help you determine whether you are acting as an agent of another person, see GST/HST Info Sheet GI-012, *Agents*.

### When the vendor has to charge GST/HST

If a vendor would have had to charge the GST/HST for taxable property and services sold directly to the purchaser, it is the vendor who must charge and account for the GST/HST on the taxable property and services sold through you as the agent.

If you are a registrant, you have to charge and account for the GST/HST on your commission and on any other services provided to the vendor that relate to the sale of the property or services. Vendors who are registrants may be eligible to claim an ITC to recover the GST/HST paid or payable for your services.

## Example

Daniel, a registrant vendor, gives a painting to an art gallery (agent) in Alberta to sell on his behalf. As Daniel's agent, the art gallery sells the painting for \$2,000 plus the GST.

<b>Transaction summary</b>	
<b>Amount agent charges purchaser</b>	
Painting .....	\$2,000.00
GST (\$2,000 × 5%) .....	<u>100.00</u>
Amount purchaser pays .....	<u>\$2,100.00</u>
<b>Amount agent charges vendor</b>	
Commission .....	\$400.00
Advertising .....	<u>50.00</u>
Subtotal .....	\$450.00
GST (\$450 × 5%) .....	<u>22.50</u>
Total .....	<u>\$472.50</u>
<b>Amount agent gives vendor</b>	
Amount purchaser pays .....	\$2,100.00
Less agent's charges .....	<u>(472.50)</u>
Amount due to Daniel .....	<u>\$1,627.50</u>
<b>GST to report and remit</b>	
<b>Agent</b>	<b>Vendor</b>
GST charged to vendor: \$22.50	GST charged to purchaser: \$100.00
The art gallery includes this amount in its net tax	Daniel includes this amount in his net tax

## Joint election

A joint election can be made between a vendor (who may also be referred to as an owner or principal) and an agent when a vendor is required to collect tax, but would prefer the agent to do so. The joint election can also be made between a vendor and a billing agent (a person acting as an agent only for charging and collecting the tax, but not for making the sale).

By making this joint election, the agent becomes responsible for collecting, reporting, and remitting (as required), the tax on the supply of taxable property or services made on behalf of the vendor. The joint election is made by completing and signing Form GST506, *Election and Revocation of an Election Between Agent and Principal*. Both the vendor and the agent must keep a copy of Form GST506 in their records.

Agents who make this election must charge the GST/HST on the commission and other services they provide to the vendor that relate to this supply. Agents must also include the tax on their supplies in their GST/HST return.

### Note

The rules pertaining to bad debt adjustments, the recovery of bad debts, and returned goods apply to agents and billing agents of a vendor who have made the election. For more information, see "Bad debt adjustments" and "Bad debt recovered" on page 27, and "Returned goods" on page 61.

## When the vendor does not have to charge GST/HST

If a vendor would not have had to charge the GST/HST for sales of goods (other than zero-rated or exempt sales of goods) to a purchaser, then, as a registrant agent, you have to charge and include the GST/HST on the sale of the goods in your net tax calculation. However, you do not charge the GST/HST on your commission or any other services provided to the vendor that relate to the sale of the goods.

### Example

Marie, a non-registrant vendor, gives a used car to an agent in British Columbia to sell for her. The agent, a registrant, sells the used car for \$6,000 plus the HST. The agent charges Marie a commission of \$600 plus an advertising fee of \$25. The agent does not charge the HST on the commission and advertising.

Transaction summary	
<b>Amount agent charges purchaser</b>	
Used vehicle .....	\$6,000
HST (\$6,000 × 12%) .....	<u>720</u>
Amount purchaser pays .....	<u>\$6,720</u>
<b>Amount agent charges vendor</b>	
Commission .....	\$600
Advertising .....	<u>25</u>
Total .....	<u>\$625</u>
<b>Amount agent gives vendor</b>	
Selling price excluding HST .....	\$6,000
Less agent's charges .....	<u>(625)</u>
Amount due to Marie (vendor) .....	<u>\$5,375</u>
<b>HST to report and remit</b>	
<b>Agent</b>	<b>Vendor</b>
Agent includes the \$720 HST charged to purchaser in his/her net tax.	Marie does not report any HST for this sale

### Exception

Generally, agents have to charge and remit the GST/HST on goods sold for a registrant vendor that were not used in commercial activities. However, sometimes a registrant vendor may want to charge and remit the tax. In these situations, the vendor and agent may jointly elect in writing to make the sale of those goods taxable. When the goods are sold, the vendor charges tax and includes it in its net tax. The vendor also pays the GST/HST on the services provided by the agent and may be able to claim an ITC for this tax. However, the vendor cannot claim an ITC for other expenses related to the supply that were not charged to the vendor by the agent.

## Zero-rated and exempt goods

When zero-rated or exempt goods are sold, neither the agent nor the vendor charges the purchaser the GST/HST. Whether the vendor is a registrant or not, the agent charges the GST/HST on its commissions and other services, such as advertising, provided in relation to the sale.

### Example

As an agent of a vendor, you make zero-rated sales of medical supplies after June 30, 2010 in Ontario for \$2,000. Your commission is 20% of the selling price and you charge an advertising fee of \$100.

Transaction summary	
<b>Amount agent charges vendor</b>	
Commission (\$2,000 × 20%) .....	\$400
Advertising .....	100
HST (\$500 × 13%) .....	<u>65</u>
Total .....	<u>\$565</u>
<b>Amount agent gives vendor</b>	
Amount purchaser pays .....	\$2,000
Less agent's charges .....	<u>(565)</u>
Amount due to vendor .....	<u>\$1,435</u>
<b>HST to report</b>	
<b>Agent</b>	<b>Vendor</b>
Agent includes HST of \$65 charged to vendor in his/her net tax.	HST charged to purchaser is \$0

## Consignment sales

A consignment sale is a transaction in which one party, the consignor, delivers goods to a second party, the consignee, who tries to sell the goods for the consignor.

If you, as a consignee, sell goods on consignment, the consignor still owns the goods until you sell them. This means that even though the consigned goods are in your possession, you do not include these items in your inventory.

There are two types of consignment arrangements:

- agency; and
- buy and resell.

If you are not buying and reselling goods, then it is likely that you are acting as the consignor's agent (see "Agents" on the previous page).

When you are buying and reselling goods, we consider two transactions to take place at the time you sell the goods:

- you buy the goods from the consignor; and
- you sell the goods to your customer.



If the consignor is a GST/HST registrant, you pay the GST/HST on the price the consignor charges you (assuming your purchase of the goods is taxable, other than zero-rated) and collect the GST/HST from your customer on your selling price (assuming your sale of the goods is taxable, other than zero-rated). If the consignor is not a registrant, you do not pay the GST/HST to the consignor, and you collect the GST/HST from your customer on your selling price.

### Example

You sell clothing on consignment to a customer in Saskatchewan for \$100 plus the GST, which you include on your GST/HST return. You pay the consignor \$60. You are considered to have bought the clothing from the consignor for \$60 immediately before the sale. The consignor, if a GST/HST registrant, charges you the GST on the \$60, which you can claim as an ITC on your return. If not a registrant, the consignor does not charge you the GST.

When you return any unsold items to the consignor, you do not have to pay the GST/HST on these items since the consignor never sold you the goods.

For more information, see GST/HST Info Sheet GI-009, *Consigned Goods*.

## Direct selling industry

Businesses in the direct selling industry sell their products directly to consumers through sales representatives or to independent sales contractors who, in turn, sell the products to purchasers. Their business structure is usually based on one or both of the two following models:

- direct sellers who sell their products to distributors and/or independent sales contractors who, in turn, sell them to purchasers; or
- network sellers who sell their products directly to consumers through sales representatives who receive commissions for arranging the sales.

## Alternative Collection Method

Direct sellers may apply for approval to use the Alternate Collection Method (ACM), a simplified method for accounting for the GST/HST on their sales of exclusive products.

Under the ACM, direct sellers charge and account for the GST/HST on the suggested retail price of the exclusive products as if they had made the sales directly to purchasers.

With the ACM, most independent sales contractors do not have to register for the GST/HST because they do not include revenues from their sales of exclusive products in their calculation to determine if they are small suppliers.

## Network sellers rules

Network sellers who meet certain conditions may apply for approval to use the Network Sellers Method.

As a result, the commissions and bonuses paid to sales representatives for arranging for the sale of the network seller's select products would not be subject to the GST/HST and would not be used for determining whether sales representatives are small suppliers.

For more information, including how to apply for approval to use the Network Sellers' Method, see GST/HST Info Sheet GI-052, *Direct Selling Industry – The Network Sellers Method for Network Sellers and Sales Representatives*.

## Supplies to diplomats, Indians, and governments

### Diplomats

As a registrant, you must charge and collect the GST/HST on taxable supplies of goods and services you provide to diplomatic missions, consular posts, international organizations, and foreign representatives and officials. Foreign representatives and officials include diplomatic agents, consular officers, members of administrative and technical staff of diplomatic missions, designated officials of international organizations, and their respective spouses.

Eligible diplomatic missions, consular posts, international organizations, and foreign representatives and officials may obtain a rebate of GST/HST by filing Canada Revenue Agency Form GST498, *GST/HST Rebate Application for Foreign Representatives, Diplomatic Missions, Consular Posts, International Organizations, or Visiting Forces Units*. Eligibility to file for this rebate is determined by the Department of Foreign Affairs and International Trade Canada.

### Federal government

We consider the federal government to be a single entity that includes all its departments, branches, corporations, and agencies.

The federal government pays the GST/HST on its taxable purchases. Therefore, as a registrant, you have to charge the GST/HST on the taxable supplies of goods and services you make to the federal government. Special rules may apply to supplies of real property. For more information, see GST/HST Memoranda Series Chapter 19, *Special Sectors: Real Property*.

The federal government also has to charge the GST/HST on its taxable supplies.

## Provincial and territorial governments

The governments of the participating provinces (British Columbia, New Brunswick, Newfoundland and Labrador, Nova Scotia, and Ontario) have agreed to pay the GST/HST on their taxable purchases. In the case of British Columbia and Ontario, the agreement to pay the GST/HST is effective July 1, 2010. In addition, all Prince Edward Island and Nunavut government departments and agencies pay the GST/HST on their taxable purchases. Therefore, you have to charge the GST/HST on taxable supplies of goods and services you make to the departments and agencies of these governments.

The remaining provincial and territorial governments, including all their government departments or ministries, and some of their Crown corporations, boards, commissions, and agencies, do not pay the GST/HST on their taxable purchases if they provide certification.

You do not charge the GST/HST on taxable supplies of goods and services made to these governments if an authorized official provides evidence that the supplies are being purchased by a provincial or territorial department or entity.

We will accept a certification clause that an authorized official of a provincial or territorial government entity has signed as satisfactory evidence. This is a statement on provincial or territorial purchase documents that certifies that a provincial or territorial government is purchasing the goods or services with Crown funds. As the vendor, you have to keep the purchase documents with the certification clause in case we ask to see them.

Employees of a provincial government who make official business purchases in their own name have to pay the GST/HST.

You can claim ITCs for any GST/HST paid or payable on purchases you made to make taxable supplies of goods and services to provincial or territorial governments.

Provincial governments have to charge the GST/HST on their taxable supplies of goods and services.

## Municipalities

Municipalities pay the GST/HST on their taxable purchases. As a registrant, you have to charge the GST/HST on the taxable supplies of goods and services you make to municipalities.

Municipalities also have to charge the GST/HST on their taxable supplies. Certain goods and services provided by municipalities are exempt from the GST/HST. Most supplies of goods and services made between municipalities and their own para-municipal organizations are also exempt.

For more information, see Guide RC4049, *GST/HST Information for Municipalities*.

## Indians

Indians, Indian bands, and band-empowered entities pay the GST/HST on the taxable purchases they make off a reserve unless they provide proper documentation and the purchases meet the conditions outlined in the following sections.

### Note

The Government of Ontario made regulations under the *Retail Sales Tax Act of Ontario*, that, effective September 1, 2010, allow for point-of-sale relief equal to the 8% provincial part of the HST to be provided to Indians, Indian bands, and councils of an Indian band for eligible purchases made off a reserve. This relief is referred to as the Ontario First Nations point-of-sale relief.

As a result, GST/HST registrant suppliers in Ontario may credit an amount equal to the 8% provincial part of the HST at the point-of-sale beginning September 1, 2010.

For information on what goods or services qualify, who is eligible, and the documents required to support the amounts credited, go to the Ontario Ministry of Revenue Web site at

[www.rev.gov.on.ca/en/taxchange/firstnations.html](http://www.rev.gov.on.ca/en/taxchange/firstnations.html).

To see the regulations, go to the Ontario Ministry of Revenue Web site at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).

## Goods

The GST/HST does not apply to goods bought **on a reserve** by Indians, Indian bands, or unincorporated band-empowered entities.

Goods bought **off a reserve** by an Indian, Indian band, or unincorporated band-empowered entity are subject to the GST/HST, unless the goods are delivered to a reserve by the vendor or the vendor's agent.

For incorporated band-empowered entities the purchase must also be made for band management activities to be relieved of the GST/HST.

## Services

You do not charge the GST/HST on supplies of services you make to an Indian if you perform the services entirely on a reserve or the services are for real property interests on a reserve. You also do not charge the GST/HST on supplies of services you make to an Indian band or band-empowered entity for band management activities or for real property on a reserve, even when the services are performed off a reserve. However, Indian bands and band-empowered entities have to pay the GST/HST on all off-reserve purchases of transportation, short-term accommodation, meals, and entertainment. In some circumstances, there may be a rebate available to the purchaser.

Services provided to an Indian band or band-empowered entity for real property located off a reserve are not tax relieved.

## Intangible personal property

Intangible personal property (IPP), such as a right to use software or a membership, is not a physical object that can be delivered to a reserve and is generally subject to the GST/HST, unless the right supplied can be used or exercised exclusively on a reserve.

## Documentation

An Indian must present you with proof of registration under the *Indian Act* to purchase goods or services without paying the GST/HST. For individuals, we accept the Certificate of Indian Status card as proof of registration. This card displays the Canadian maple leaf logo, followed immediately by **Indian and Northern Affairs Canada**. The certificate may also bear the photograph of the individual, a registry number (9 or 10 digits), the name of the band to which the individual belongs, and the family number.

You must keep, as evidence, a notation on the invoice or other sales document of the 9- or 10-digit registry number or the band name and family number (commonly referred to as the band or treaty number).

### Note

An individual presenting any other **membership** or **association** type card, such as a Métis Association card, is not entitled to tax relief.

We accept as proof a certificate provided by an Indian band or band-empowered entity that the property is being purchased by the band. In the case of services, the certificate must state that the services are being purchased for band management activities or for real property on a reserve.

When goods are delivered to a reserve, you must also keep proof of delivery.

You can claim ITCs for any GST/HST paid or payable on purchases you made to supply taxable goods and services to Indians and Indian bands, even though you did not collect the GST/HST on the supply.

For more information, see Technical Information Bulletin B-039, *GST/HST Administrative Policy – Application of the GST/HST to Indians*.

## Trade-ins

If, in the course of your business, you accept used goods in trade as full or partial payment for goods you sell or lease, special rules apply depending on whether the person from whom you are accepting the trade-in has to charge tax on the trade-in.

### When the customer has to charge tax

If you accept used goods in trade from a person who has to charge the GST/HST (for example, if the trade-in is an asset of a registrant's business), two separate transactions take place. You purchase the trade-in from your customer and you make a sale or a lease to the same customer. You have to collect the GST/HST on the full price charged for the goods you sell or lease, and you have to pay the GST/HST on the value of the trade-in.

### Example

Axle Company, a registrant in Alberta, sells new machinery to Gilson Company, also a registrant, for \$50,000. Axle Company accepts old machinery as a trade-in with a trade-in value of \$20,000. Axle Company will invoice and collect the GST on the full \$50,000 selling price. Gilson Company will invoice and collect the GST on the trade-in value of \$20,000.

Both you and your customer can claim an ITC for the GST/HST paid or payable.

When you accept a trade-in from a customer who has to collect the GST/HST, make sure the invoice includes the information listed in the chart on page 14, so that you can claim an ITC.

### When the customer does not have to charge tax

A different rule applies for used goods you accept in trade from a person who does not have to charge the GST/HST (usually a person who is not a GST/HST registrant). A person may also trade in a leasehold interest in used goods.

In this case, you charge the GST/HST on the net amount (the price of the goods you sell or lease minus the amount you allow for the trade-in). This is similar to the treatment of trade-ins under most provincial sales taxes. For more information, see Technical Information Bulletin B-084, *Treatment of Used Goods*.

### Example

John has used his car for personal use only. He goes to a registered car dealer in Manitoba to trade in his used car for a new one. The selling price of the new car is \$25,000, and the dealer allows \$10,000 for the used car. The dealer charges the GST on \$15,000.

Selling price of new car .....	\$25,000
Less trade-in of used car.....	<u>(10,000)</u>
Subtotal.....	\$15,000
GST (\$15,000 × 5%).....	<u>750</u>
<b>John pays .....</b>	<b><u>\$15,750</u></b>

### Sale-leaseback arrangements

When you purchase something from a person who does not have to collect tax on the sale and you immediately lease the property back to that person, the amount of the GST/HST on the lease is determined by deducting the amount paid or credited for the sale from the lease payments. The total credit is usually spread evenly over the number of lease payments.

Determine the credit for each lease payment at the beginning of the lease by dividing the sale price of the good by the number of lease payments. If the terms of the lease change, you have to recalculate this amount. The maximum you can deduct from any one lease payment is the amount needed to bring that payment to zero.

### Example

Larry sells property to a leasing company in Alberta for \$100,000, who leases it back to Larry. The terms of the lease were for 100 monthly lease payments of \$1,200. Larry is not registered for the GST/HST. The leasing company calculates the GST on the monthly lease payment as follows:

Lease payment .....	\$1,200
Less purchase credit ( $\$100,000 \div 100$ ) .....	(1,000)
Value of each lease payment for GST purposes .	\$200
GST per lease payment ( $\$200 \times 5\%$ ) .....	\$10

If the terms of the lease do not change, Larry will pay \$10 GST on each lease payment.

When there is a renewal, variation, or early termination in a lease that changes the number of lease payments, or when the lease is assigned to a new lessor but the lessee and the property remain the same, you recalculate the amount that you can credit against each lease payment. When a lessee exercises an option to purchase the property, you can deduct any unused credit from that purchase price up to the amount of the purchase price.

## Barter-exchange networks

A barter-exchange network is a group of persons who have agreed in writing to accept credits (barter units) on accounts of the group members in exchange for property or services traded among members. The accounts are maintained by an **administrator**, who is responsible for administering, maintaining, or operating a system of members' accounts to which barter units may be credited. When supplied by a GST/HST registrant, tax applies on the exchange value of the barter unit and on the goods and services provided for the units.

The administrator of a barter-exchange network may apply to have the network designated for GST/HST purposes. Members of a designated barter-exchange network do not have to pay tax on barter units accepted in exchange for their supplies of goods or services. However, if they are registered for the GST/HST, they would continue to charge tax on their taxable supplies of goods and services provided for the barter units.

For more information, call 1-800-959-5525.

## Selling your business

If you are selling your business you can jointly elect with the purchaser to have no tax payable on the sale if:

- you sell the business that you established or carried on; and
- under the agreement for the sale, the purchaser acquires ownership, possession, or use of at least 90% of the property that can reasonably be regarded as being necessary for the purchaser to be capable of carrying on a business.

### Note

You may also be eligible to make this election if you are selling part of a business. For more information, see Policy Statement P-188, *Supply of a Business or Part of a Business for the Purpose of the Election Under Subsection 167(1)*.

Any property not acquired under the agreement but that the purchaser needs to carry on the business has to fall within the remaining 10% of the fair market value of all the property acquired. For example, where real property such as land and a building is not included in the supply, but is purchased elsewhere, it and any other property purchased should not exceed 10% of the fair market value of all the property required to carry on the business.

As well, the purchaser has to be able to carry on the same kind of business that you established or carried on with the property that the purchaser has acquired under the agreement.

This election can only be filed by:

- a registrant when selling to another registrant; or
- a non-registrant when selling to either a registrant or a non-registrant.

You still have to charge the GST/HST on the following supplies even if you and the purchaser made the election:

- taxable services to be rendered to the purchaser;
- taxable supplies of property by way of lease, licence, or similar arrangement; and
- a taxable sale of real property to a purchaser who is not a registrant.

This election **cannot** be used for selling individual assets of your business, or if you are a registrant and the purchaser is not.

To make this election, use Form GST44, *Election Concerning the Acquisition of a Business or Part of a Business*. The purchaser has to file the election with us no later than the due date of the GST/HST return for the purchaser's first reporting period in which tax would have been payable if the election had not been made.

## Will you have any more business activity?

After you sell the assets of your business, you may or may not intend to carry on with another type of business activity.

If you sell your entire business and have no intention of continuing in any business activity, contact us to cancel your GST/HST account. Unless you notify us, we will continue to send you GST/HST returns and expect you to complete and file them with us. Call 1-800-959-5525 or send us a completed Form RC145, *Request to Close Business Number (BN) Accounts*.

If you do intend to carry on with another type of business activity, call us to determine if you can continue to use your current BN or if you will need to apply for a new one.

## Canceling your registration

You can request to cancel your registration if:

- you are a small supplier (other than a person who is carrying on a taxi business) and you have been registered for at least one year; or
- you decide to close your business or stop making taxable supplies and you no longer need to be registered for the GST/HST.

However, you may have to remit the GST/HST on capital property used in your commercial activities, and on other property you have on hand when you cancel your registration. When you cancel your registration, you have to file all GST/HST returns and remit any GST/HST that was charged or collected on taxable supplies while you were a registrant.

### Non-capital property held at the time of deregistration

When you cancel your registration, you are considered to have sold each property (other than capital property) that you held for consumption, use, or supply in a commercial activity and to have collected the GST/HST on such sales. You have to remit the GST/HST on the fair market value of each of these properties immediately before you cease to be a registrant and you have to account for this GST/HST on your last return as a registrant.

### Capital property held at the time of deregistration

When you cease to be a registrant, you are considered to have stopped using capital property you held for use in your commercial activities immediately before ceasing to be a registrant. Some examples of capital property include land, buildings, vehicles, and computers. You have to use the change-in-use rules for this property to determine if you have tax owing.

Under these rules, you are considered to have sold the capital property immediately before you cancel your registration and to have collected tax equal to the **basic tax content** of the capital property at that time.

You have to include the tax you are considered to have collected in your net tax calculation on your last return as a registrant. All or part of the ITCs previously claimed on such property generally have to be repaid.

For more information, see “Change-in-use rules for capital personal property” on page 22 and “Change-in-use rules for capital real property” on page 54.

### ITCs for services, rent, royalties, and similar payments

You cannot claim ITCs for rent, royalties, or similar payments that relate to the period after you cease to be a registrant. You have to make an adjustment to your net tax calculation on your final return if you have claimed ITCs for the GST/HST paid or payable on these payments.

However, you can claim an ITC for the GST/HST that becomes payable after you cancel your registration for services, rent, royalties, or similar payments that relate to a period before you cease to be a registrant.

### Filing your final GST/HST return

When you cancel your registration, you are considered to have two separate reporting periods. You may, therefore, have to file two returns as follows:

- a return for a reporting period that ends the day before you cancel your registration; and
- a second return for a reporting period that begins the day you cancelled your registration and ends on the last day of that month. This return is only required if you have tax to remit for that period.

#### Example 1

You are an annual filer with a reporting period of January 1 to December 31, 2009. You close your business (cease to be a registrant) on January 1, 2010. You have to send us:

- a final return for the period January 1 to December 31, 2009. As this is a return for a reporting period that is a full fiscal year, the return is due March 31, 2010 (three months after the end of your fiscal year) or for an individual, the due date of the return is June 15, 2010; and
- an additional return if your business has tax to remit for the period January 1, 2010, to January 31, 2010, which is due February 28, 2010 (one month after the end of your deemed reporting period).

#### Example 2

You are an annual filer with a reporting period of January 1 to December 31, 2010. You close your business (cease to be a registrant) on October 21, 2010. You have to send us:

- a final return for the period January 1, 2010, to October 20, 2010, which is due November 20, 2010; and
- an additional return if your business has tax to remit for the period October 21, 2010, to October 31, 2010, which is due November 30, 2010.

#### Example 3

You are a quarterly filer with a reporting period of January 1 to March 31, 2010. You close your business (cease to be a registrant) on March 14, 2010. You have to send us:

- a final return for the period January 1, 2010, to March 13, 2010, which is due April 13, 2010; and
- an additional return if your business has tax to remit for the period March 14, 2010, to March 31, 2010, which is due April 30, 2010.

### How to cancel your registration

To cancel your registration, call 1-800-959-5525 or send us a letter or a completed Form RC145, *Request to Close Business Number (BN) Accounts*.

## Instructions for completing your GST/HST return

To complete your GST/HST return, you usually need the following amounts:

- your sales and other revenues;
- the GST/HST you charged (even if it wasn't collected); and
- your GST/HST paid and payable.

You might have to include other amounts, such as instalments that you paid during the year, adjustments to your net tax and transitional information relating to new housing in Ontario, British Columbia or Nova Scotia.

Complete instructions are provided on the following pages. We have included a sample of the working copy portion of the GST/HST return at the end of this guide.

### Note

The working copy is Part 1 of the paper version of the return. If you are filing your return electronically, you will not be asked to complete a working copy. However, to facilitate the filing of your electronic return, you can complete a copy of the working copy included at the end of this guide.

If you are using the **Quick Method**, follow the instructions for lines 101 to line 107 on page 74. Follow the instructions for the regular method to complete the other lines.

Complete only the lines of the return that apply to you.

### GST/HST NETFILE and TELEFILE returns

If you are filing your return electronically using GST/HST NETFILE or TELEFILE, you **only** complete the shadowed line numbers. For example, you will enter an amount on **line 105** but not on **line 103** and **line 104**. However, to enter an amount on **line 105** you will need to follow the instructions for **line 103** and **line 104**.

You may also have to complete Schedule A, *Builders Transitional Information* (see "Schedule A – Builders transitional information" on page 75) and/or Schedule B, *Calculation of Input Tax Credits* (see "Schedule B – Calculation of input tax credits" on page 76) and/or Schedule C, *Reconciliation of Recaptured Input Tax Credits (RITCs)* (see "Schedule C – Reconciliation of recaptured input tax credits (RITCs)" on page 76). If you have to complete Schedule A, Schedule B, or Schedule C, you have to file your return using GST/HST NETFILE. A penalty will apply if you are required to file electronically and you do not do so. For more information, see "Mandatory electronic filing" on page 29.

Include on the GST/HST return information that applies only to the reporting period for which you are filing. If you expect a refund from a previous reporting period but have not yet received it, do not include this information on your current GST/HST return.

If you are filing a paper return, once you have completed the lines in Part 1 of your return, copy the information onto the corresponding lines in Part 2. Only send us **Part 2**. Keep Part 1 for your records.

You or your authorized representative must sign the return.

A special net tax calculation method must be used by most **charities** for reporting the GST/HST they charge and collect and for claiming input tax credits (ITCs). For more information, see Guide RC4082, *GST/HST Information for Charities*.

If you are a selected listed financial institution, you have to file a final return using Form GST494, *Goods and Services Tax/Harmonized Sales Tax Final Return for Selected Listed Financial Institutions*. If you are a monthly or quarterly filer, you must file interim returns using Form GST34 plus the final return. For more information, see Guide RC4050, *GST/HST Information for Selected Listed Financial Institutions*, the Department of Finance's May 19, 2010, *Backgrounder – Financial Institution Rules for the Harmonized Sales Tax (HST)*, and the June 30, 2010, *Backgrounder – Harmonized Sales Tax Rules for Financial Institutions, Interment Rights and Streamlined Accounting Methods* and draft *Regulations Amending Various GST/HST Regulations, No. 2*, available on their Web site.

### Regular method

#### Line 101 – Sales and other revenue

Enter the total amount of revenue from supplies of goods and services, including zero-rated supplies and other revenue for the reporting period. Do not include provincial sales tax, GST, HST, or any amounts you reported on a previous return. Round off the amount to the nearest dollar. If you are eligible to file a paper return, enter this amount on the return portion (Part 2) that you will send to us.

#### Line 135 – Total GST/HST new housing rebates (included on line 108)

Complete this line **only** if you are a builder who is required to file electronically. Enter on this line the total GST/HST new housing rebates that you paid or credited to eligible purchasers and that are included in your total ITCs on **line 108**.

Where applicable, the provincial new housing rebates for some of the provincial part of the HST that you paid or credited to eligible purchasers should also be included on this line. However, do not include on this line the amount of any provincial transitional new housing rebates that you are entitled to claim as a builder or that were assigned to you by eligible purchasers. These amounts should be reported on Schedule A (see "Schedule A – Builders transitional information" on page 75).

### Note

Builders are not entitled to pay or credit a Nova Scotia new housing rebate where:

- the written agreement of purchase and sale for the housing was entered into after April 6, 2010; and
- both ownership and possession of the housing transferred under the agreement to the purchaser after June 2010.

## Line 103 – GST/HST collected or collectible

Enter all GST/HST you charged on goods and services for which you have to charge the GST/HST (including the GST/HST you charged on any taxable sale of real property and other capital property).

### Notes

Do not include any tax payable on a taxable sale of real property if you are not required to collect the tax payable. For more information, see “Who remits the tax for a taxable sale of real property – Vendor or purchaser?” on page 52.

If you provide the Ontario First Nations point-of-sale relief, the amount of HST collected or collectible on the supply must be included at the **full** 13% rate.

For each reporting period, include the amount of the GST/HST you had to charge on both paid and unpaid invoices.

## Line 104 – Adjustments

Complete line 104 only if you have to make adjustments to **increase** the amount of your net tax for the reporting period. Enter the total of all adjustments. For example:

- If you wrote off the GST/HST amount of any bad debts on a previous return and then recovered some or all of those debts, add the amount of the GST/HST you have recovered. For more information, see “Bad debts recovered” on page 27.
- If your lease payments for a passenger vehicle are more than the maximum leased costs that are deductible under the *Income Tax Act*, once a year you have to add part of the ITCs you previously claimed for these payments. The maximum lease cost is \$800 per month (this amount does not include federal or provincial taxes).
- If you have claimed 100% ITCs for meal and entertainment expenses during the year, once a year you have to add 50% (or the applicable percentage for long-haul truck drivers – see “Long-haul truck drivers” on page 19) of those credits to your net tax. For more information, see “Meal and entertainment expenses” on page 18.

## Line 105 – Total GST/HST and adjustments for period

Add lines 103 and 104, and enter the result on line 105. If you are eligible to file a paper return, enter this amount on the return portion (Part 2) that you will send to us.

### Notes

If you provide the Ontario First Nations point-of-sale relief, the amount of HST collected or collectible on the supply must be included on **line 105** at the **full** 13%. Report the amount credited at the point of sale on **line 111**.

If you are a builder who is required to complete Schedule A (see “Schedule A – Builders transitional information” on page 75), **line 105** will automatically be calculated based on the information that you entered on Schedule A.

## Line 106 – Input tax credits (ITCs)

This amount reflects the GST/HST paid or payable on the total value of goods and services you acquired, imported, or brought into a participating province to use, consume, or resell in the course of your commercial activities. Enter the total of all ITCs for the reporting period, as well as any ITCs you did not claim in an earlier reporting period, provided the time limit for claiming the ITCs has not expired.

## Line 107 – Adjustments

Complete line 107 if you have adjustments that **decrease** the amount of your net tax for the reporting period. Enter the total of all adjustments. For example, you can claim the amount of any GST/HST on bad debts you write off if you have previously accounted for the full amount of the GST/HST on the supplies that resulted in those debts, and you have remitted any net tax owing. For more information, see “Bad debt adjustments” on page 27.

You can make an adjustment on **line 107** for the amount you paid or credited the purchaser for the following:

- if you are a builder, the amount of a new housing rebate you paid or credited to a purchaser in that reporting period, as long as you submit the purchaser’s new housing rebate application, Form GST190, *GST/HST New Housing Rebate Application for Houses Purchased from a Builder*, with your GST/HST return or no later than the day you electronically file your return. For more information, see Guide RC4028, *GST/HST New Housing Rebate*;
- if you paid or credited the amount of a rebate on a sale of a specially equipped motor vehicle, as long as you submit Form GST518, *GST/HST Specially Equipped Motor Vehicle Rebate Application*, with your GST/HST return;
- if you are a registrant supplier of tour packages, the rebate amount you paid or credited to a non-resident for an eligible tour package. Complete Form GST106, *Information on Claims Paid or Credited for Foreign Conventions and Tour Packages*. For more information, go to [www.cra.gc.ca/visitors](http://www.cra.gc.ca/visitors) or see Guide RC4036, *GST/HST Information for the Travel and Convention Industry*;
- if you are a registrant organizer of a foreign convention or a convention facility operator, the rebate amount you paid or credited for the convention facility and related convention supplies. Complete Form GST106. For more information, go to [www.cra.gc.ca/visitors](http://www.cra.gc.ca/visitors) or see Guide RC4036, *GST/HST Information for the Travel and Convention Industry*;
- the amount of rebate you paid or credited to a non-resident for taxable installation services, as long as you file the rebate application Form GST189, *General Application for Rebate of GST/HST*, with your GST/HST return; and
- the amount you paid or credited in respect of a point-of-sale rebate if you included the total HST collected or collectible (e.g., 13% in Ontario) on line 103.

## Line 108 – Total ITCs and adjustments

Add lines 106 and 107, and enter the result on line 108. If you are eligible to file a paper return, enter this amount on the return portion (Part 2) that you will send to us.

If you are required to complete Schedule B (see “Schedule B – Calculation of input tax credits” on page 76), **line 108** will be calculated automatically based on the information you entered on Schedule B.

## Line 109 – Net tax

Subtract line 108 from line 105. The difference is your net tax. Enter the amount on this line. If you are eligible to file a paper return, enter this amount on the return portion (Part 2) that you will send to us.

If you are filing your return using GST/HST NETFILE or TELEFILE, line 109 will be automatically calculated based on the information you provided to complete the other lines.

If you are filing your return late and this line shows an amount owing, we will charge you penalty and interest on the amount, minus any instalments you have already paid.

If the amount you enter is negative (total ITCs and adjustments are more than the total GST/HST and adjustments), put a minus sign in the box to the left of the amount.

## Line 110 – Instalment and other annual filer payments

Enter the total amount of the quarterly instalments you paid in the year. If you are eligible to file a paper return, enter this amount on the return portion (Part 2) that you will send to us.

For more information, see “Instalment payments” on page 35.

If you are an individual with business income for income tax purposes and have a December 31 fiscal year-end, your return due date is June 15. However, your net tax remittance is due **April 30**. If you remitted your net tax and you are now filing your GST/HST return, add the amount of your remittance to the instalments you made, if any, and enter the total on line 110.

**Do not** enter any other amount on line 110. You cannot use this line to report the ITCs or refunds you expect to receive. Also do not report on this line other payments you made without filing a return.

## Line 111 – Rebates

Some rebates can reduce or offset your amount owing. Those rebate forms contain a question asking you if you want to claim the rebate amount on line 111 of your GST/HST return. If you want to offset the amount owing by a rebate that you are entitled to claim, tick **yes** on the rebate form and include it with this return. Where you are filing an electronic return, the applicable rebate form has to be filed no later than the day you electronically file your return.

### Note

Effective October 4, 2010, if you are a GST/HST registrant, you can file your public service bodies' rebate applications electronically with your GST/HST returns using GST/HST NETFILE.

If you are a builder who is required to complete Schedule A of the GST/HST NETFILE return (see “Schedule A – Builders transitional information” on page 75), line 111 will automatically be calculated based on the information that you entered on Schedule A.

Examples of rebate amounts that can be included on line 111 (or on **line 1301** if you are required to complete Schedule A) are:

- amounts from Form GST189, *General Application for Rebate of GST/HST*;
- amounts from Form GST284, *Application for GST/HST Public Service Bodies' Rebate and GST Self-government Refund*;
- amounts from Form GST66, *Application for GST/HST Public Service Bodies Rebate and GST Self-government Refund (non-personalized)*;
- amounts from Form GST521, *GST/HST Multi-Employer Pension Plan Trust Rebate Application*;
- amounts from Form GST524, *GST/HST New Residential Rental Property Rebate Application*;
- amounts from Form RC7001-BC, *British Columbia Provincial Sales Tax (PST) Transitional New Housing Rebate – Residential Condominiums* or Form RC7001-ON, *Ontario Retail Sales Tax (RST) Transitional New Housing Rebate – Residential Condominiums*;
- amounts from Form RC7002-BC, *British Columbia Provincial Sales Tax (PST) Transitional New Housing Rebate – Apartment Buildings* or Form RC7002-ON, *Ontario Retail Sales Tax (RST) Transitional New Housing Rebate – Apartment Buildings*; and
- amounts from Form RC7000-BC, *British Columbia Provincial Sales Tax (PST) Transitional New Housing Rebate* or Form RC7000-ON, *Ontario Retail Sales Tax (RST) Transitional New Housing Rebate*, if you are a builder that is claiming this rebate as a result of a self-supply.

Example of rebate amounts that can be included on line 111 (or on **line 1300** if you are required to complete Schedule A):

- amounts from Form RC7000-BC, *British Columbia Provincial Sales Tax (PST) Transitional New Housing Rebate* or Form RC7000-ON, *Ontario Retail Sales Tax (RST) Transitional New Housing Rebate*, if you are a builder and this rebate was assigned to you by the purchaser.

Enter the total amount of the rebate(s) you are claiming. If you are eligible to file a paper return, enter this amount on the return portion (Part 2) that you will send to us. For more information, see “Using a rebate or refund to decrease an amount owing on your GST/HST return” on page 31.



**Note**

If you provide the Ontario First Nations point-of-sale relief, under proposed changes, include the amount credited at the point of sale on **line 111**. Submit Form GST189, *General Application for Rebate of GST/HST*. On Form GST189, indicate in Section II of Part C the reporting period in which the amounts credited at the point of sale have been set-off on **line 111**. The amount of HST collected or collectible on the supply must be included on **line 105** at the full 13% rate.

For more information, see GST/HST Info Sheet GI-106, *Ontario First Nations Point-of-Sale Relief – Reporting Requirements for GST/HST Registrant Suppliers*.

**Do not include** the following on line 111:

- amounts from rebate applications that you have not included with the return;
- ITCs; and
- amounts you paid or credited to the purchaser such as:
  - amounts from Form GST115, *GST/HST Rebate Application for Tour Packages*;
  - amounts from Form GST189, *General Application for Rebate of GST/HST*, under reason code 10 and code 14;
  - amounts from Form GST190, *GST/HST New Housing Rebate Application for Houses Purchased from a Builder*; or
  - amounts from Form GST386, *Rebate Application for Conventions*.

**Line 112 – Total other credits**

Add the amounts on lines 110 and 111, and enter the result on line 112.

**Line 113 A – Balance**

Subtract line 112 from line 109, and enter the result on line 113 A. If the result is negative, put a minus sign in the box to the left of the amount.

**Line 205 – GST/HST due on acquisition of taxable real property**

Complete this line only if **all** of the following conditions apply:

- you are a registrant who purchases real property;
- you are required to pay the tax directly to us (see “Who remits the tax for a taxable sale of real property – Vendor or purchaser?” on page 52); and
- the real property is for use or supply more than 50% in the course of your commercial activities.

Enter the amount of the GST/HST due on the purchase of real property on this line. If you are eligible to file a paper return, enter this amount on the return portion (Part 2) that you will send to us.

**Line 405 – Other GST/HST to be self-assessed**

Complete this line if:

- you are a registrant and have to self-assess the provincial part of the HST on property or services brought into a participating province. For more information, see “Tax on property and services brought into a participating province” on page 42; or
- you are a registrant who imports a taxable supply for consumption, use, or supply in less than 90% of your commercial activities and you have to self-assess the GST/HST. Enter on this line the total amount of the GST/HST due on imported property or services. For more information, see “Imported goods” on page 49 and “Imported services and intangible personal property” on page 50.

Under recent changes, also complete this line if:

- you are an international organization and internal use of a support resource or intangible resource occurs in Canada for a supply of a service or intangible personal property that was made outside Canada, but that is not exclusively (90% or more) for consumption, use, or supply in commercial activities, and you have to self-assess the GST/HST on the deemed supply; or
- you are a financial institution and you are a qualifying taxpayer and have to self-assess the GST/HST using the special rules for financial institutions.

If you are eligible to file a paper return, enter this amount on the return portion (Part 2) that you will send to us.

**Line 113 B – Total other debits**

Add lines 205 and 405, and enter the result on line 113 B.

**Line 113 C – Balance**

Add lines 113 A and 113 B, and enter the result on line 113 C. If the result is negative, put a minus sign in the box to the left of the amount.

**Line 114 – Refund claimed**

If the amount on line 113 C is negative, enter this amount on line 114 to claim your refund. If you are eligible to file a paper return, enter this amount on the return portion (Part 2) that you will send to us. If you are filing your return using GST/HST NETFILE or TELEFILE, line 114 will be calculated automatically based on the information you have already provided.

**Note**

We will not display a refund or debit balance of \$2 or less on the notice of (re) assessment.

**Line 115 – Payment enclosed**

If the amount on line 113 C is positive, enter this amount on line 115. If you are eligible to file a paper return, enter this amount on the return portion (Part 2) that you will send to us. Enclose a cheque for this amount.

#### Note

If you are using GST/HST NETFILE or TELEFILE to file your GST/HST return and you have an amount owing, you can make your remittance online using My Payment. For more information, go to [www.cra.gc.ca/mypayment](http://www.cra.gc.ca/mypayment). You can also pay electronically using your financial institution's Internet or telephone banking service. If you choose **not** to pay electronically, use Form RC158, *GST/HST NETFILE/TELEFILE Remittance Voucher* to make your payment. Do not use the remittance part of your GST/HST return to remit the amount owing on that return.

### Quick Method

If you have elected to use the Quick Method of accounting, use the following line-by-line instructions to complete your GST/HST return. For more information (including the Quick Method rates), see Guide RC4058, *Quick Method of Accounting for GST/HST*. If you are a public service body, see Guide RC4247, *The Special Quick Method of Accounting for Public Service Bodies*.

#### Line 101 – Sales and other revenue

Enter the total amount of revenue from supplies of goods and services that are taxable **including the GST/HST** for the reporting period. Do not include provincial sales tax, supplies on which no GST/HST was charged such as zero-rated and exempt supplies, supplies made outside Canada, or goods and services sold to Indians or provincial or territorial governments that are relieved of paying the GST/HST. Round off to the nearest dollar the amount you enter on line 101. Also enter this amount on the return portion (Part 2) that you will send to us.

#### Line 103 – GST/HST collected or collectible

Total your eligible supplies (as explained in Guide RC4058, *Quick Method of Accounting for GST/HST*, and Guide RC4247, *The Special Quick Method of Accounting for Public Service Bodies*), including the GST/HST. If you made any sales adjustments, refunds or credits, deduct the GST/HST-included amounts refunded or credited to your customers from your total eligible sales.

Multiply your total by the Quick Method remittance rate that applies to those supplies. If you use more than one remittance rate, you have to separate your eligible supplies and multiply those supplies by the appropriate rate. For example, if you have supplies for which you charged the GST and some for which you charged the HST, total those that are taxable for the GST and apply the appropriate rate and do the same for those that are taxable for the HST. Add any GST/HST charged on supplies that cannot be accounted for by using the Quick Method remittance rates, such as sales of real property, capital assets, and eligible capital property. Enter the result on line 103.

#### Line 104 – Adjustments

Complete line 104 only if you have to make adjustments relating to taxable supplies for which you have to remit the full GST/HST to **increase** the amount of your net tax for the reporting period. Enter the total amount of all adjustments on line 104. For example, complete this line when you have recovered a bad debt from a sale on which you previously remitted the GST/HST and for which you claimed an adjustment on line 107.

#### Line 105 – Total GST/HST and adjustments for the period

Add the amounts on lines 103 and 104, and enter the result on line 105. Also enter this amount on the return portion (Part 2) that you will send to us.

#### Line 106 – Input tax credits (ITCs)

The Quick Method remittance rates already take into account the ITCs for operating expenses and inventory purchases therefore, you cannot claim ITCs for the tax paid or payable on such purchases.

However, you can claim ITCs for certain purchases of capital property such as land, buildings, office equipment, and machinery. For more information, see "Claiming ITCs for capital property" on page 21.

Total all of the ITCs that you are entitled to claim and enter the result on line 106.

If the 0% Quick Method remittance rate applies to your eligible supplies, add the applicable adjustment credit to those supplies, including the GST. The 0% remittance rate applies to businesses located in a participating province with supplies in non-participating provinces. This adjustment is necessary because these businesses generally pay the HST on their purchases and charge the GST on their supplies. For more information, see Guide RC4058. Enter the total amount on line 106.

#### Line 107 – Adjustments

Complete line 107 if you are entitled to claim the 1% credit on the first \$30,000 of your eligible supplies in a fiscal year (including the GST/HST), or if you are entitled to make adjustments that **decrease** the amount of your net tax for the reporting period. For example, you may be able to claim the GST/HST included in a bad debt relating to supplies for which you had to account for the full GST/HST such as capital assets and real property. You are entitled to the bad debt adjustment if you wrote off the bad debt in your records, previously accounted for the GST/HST on a return, and remitted any net tax owing. Add the 1% credit and other adjustments, and enter the result on line 107.

#### Note

The instructions for the rest of the lines are the same as those given on the previous pages for the regular method. If you have an amount to enter that is not explained on this page, such as instalment payments, the GST/HST to remit on the purchase of real property, or you had to make a self-assessment, see "Regular method" on page 70.

## Schedule A – Builders transitional information

You have to complete Schedule A if you are a builder and you are required to report the transitional tax adjustment, sales of certain grandparented housing, or resales of certain housing that you purchased on a grandparented basis. Also complete this schedule if you are claiming a provincial transitional new housing rebate that was assigned to you by the purchaser.

For more information, see GST/HST Info Sheet GI-095, *Harmonized Sales Tax: Information on the Transitional Tax Adjustment for Builders of Housing in Ontario and British Columbia*, GST/HST Info Sheet GI-096, *Harmonized Sales Tax: Provincial Transitional New Housing Rebates for Housing in Ontario and British Columbia*, GST/HST Info Sheet GI-098, *Resales of New Housing in Ontario and British Columbia*, or GST/HST Info Sheet GI-104, *Nova Scotia HST Rate Increase: Sales and Rentals of New Housing*.

### Line 1100

Enter on **line 1100** the total amount of all sales of grandparented housing you made where the purchaser was **not** entitled to claim a GST/HST new housing rebate or a GST/HST new residential rental property rebate and for which the tax became payable during this reporting period, regardless of whether you were required to collect the tax payable on the sales, (see “Who remits the tax for a taxable sale of real property – Vendor or purchaser?” on page 52). Enter the amount on the line that corresponds to the province where the housing is located.

### Line 1101

Enter on **line 1101** the total number of units that relate to the sales entered on **line 1100**.

### Line 1102

If you are the first reseller (that is, the first purchaser of grandparented housing from the original builder), enter on **line 1102** the total amount of all sales of housing where you had to charge the HST at 12% in BC, 13% in Ontario, or 15% in Nova Scotia on the sale of the housing that you originally purchased on a grandparented basis and for which the HST became payable during this reporting period, regardless of whether you were required to collect the tax payable on the sales (see “Who remits the tax for a taxable sale of real property – Vendor or purchaser?” on page 52). Enter the amount on the line that corresponds to the province where the housing is located.

### Line 1103

Enter on **line 1103** the total number of units that relate to the sales entered on **line 1102**.

### Line 1200

Enter on **line 1200** all of the GST/HST you had to charge during the reporting period for property and services you provided, including the GST/HST you had to charge on any taxable sales of real property. Do not include the amount of any transitional tax adjustments that you are considered to have collected on certain sales of housing. These amounts are required to be reported on **line 1201**.

#### Note

Include in your calculations for line 1200 all amounts that are included in the calculations for line 103 and line 104 on page 71.

### Line 1201

Enter on **line 1201** the total amount of all transitional tax adjustments that you are considered to have collected during the reporting period. Enter the amount on the line that corresponds to the province where the housing is located.

### Line 105

Line 105 will be calculated automatically based on the information you provided for **line 1200** and **line 1201** when you click on the calculate box at the bottom of Schedule A. This is your total GST/HST and adjustments for the reporting period.

### Line 1300

Enter on **line 1300** the total of all provincial transitional new housing rebates that were assigned to you by purchasers. Do not include on this line any provincial transitional rebates that you are entitled to claim as the builder of new housing. For more information on provincial transitional rebates, see GST/HST Info Sheet GI-096, *Harmonized Sales Tax: Provincial Transitional New Housing Rebates for Housing in Ontario and British Columbia*.

### Line 1301

Enter on **line 1301** the total of all provincial transitional rebates that you are entitled to claim as the builder of new housing, such as a condominium unit or condominium complex. Also include in your calculations for line 1301 all rebate amounts that are included in the calculations for line 111 on page 72, such as any GST/HST new residential rental property rebates that you are entitled to claim.

#### Note

Do not include any amounts for the GST/HST new housing rebates that you paid or credited to your purchasers. These will be reported on line 135 and line 108 of your GST/HST NETFILE or TELEFILE return.

All rebate applications (including those with amounts that are included in your GST/HST NETFILE return) have to be sent to the following address:

**Summerside Tax Centre**  
**275 Pope Road**  
**Summerside PE C1N 6A2**

## Line 111

Line 111 will be calculated automatically based on the information you provided for **line 1300** and **line 1301** when you click on the calculate box at the bottom of Schedule A. This is the total amount of the rebates that you are using to reduce or offset your amount owing for the reporting period.

## Schedule B – Calculation of input tax credits

You have to complete Schedule B if you are required to recapture ITCs for the provincial part of the HST on specified property or services. For more information, see “Recapture of ITCs” on page 17.

### Line 1400

Enter on **line 1400** your gross ITCs and adjustments. This is the total of all your eligible ITCs and adjustments for the reporting period before accounting for the recaptured ITCs.

#### Note

Include in your calculations for line 1400 all amounts that are included in the calculations for line 106 and line 107 on page 71.

### Line 1401

Enter on **line 1401** the total of your recaptured ITCs for each province with a recapture requirement. For information on recaptured ITCs, see “Recapture of ITCs” on page 17.

### Line 1402

**Line 1401** will automatically be multiplied by the recapture rate and the result will be entered on **line 1402**. For all recapture periods before July 1, 2015, the recapture rate is 100%.

### Line 108

Line 108 will be calculated automatically based on the information you provided for **line 1400** and **line 1402** when you click on the calculate box at the bottom of Schedule B. This is the amount of your allowable ITCs to be reported on your GST/HST return.

## Schedule C – Reconciliation of recaptured input tax credits (RITCS)

You have to complete Schedule C if you are required to recapture ITCs for the provincial part of the HST on specified property and services and you elected to use the estimation and reconciliation method to report them. This Schedule is to be completed within 3 months of your fiscal year end. However, for 2011 only, you cannot complete Schedule C before April 2011. For more information, see “Recapture of ITCs” on page 17.

### Line 105 – Total GST/HST and adjustments for period (before RITC reconciliation)

This field will be calculated automatically based on the information you provided on Schedule A, if applicable.

If Schedule A does not apply, enter on **line 105** the total amount of GST/HST you were required to charge during this reporting period and any adjustments (for example, bad debts that you recovered) that increase your net tax for the reporting period.

Only include amounts for the current reporting period. Do **not** include amounts for the fiscal year being reconciled.

### Line 108 – Total ITCs and adjustments (before RITC reconciliation)

This field will be calculated automatically based on the information you provided on Schedule B, if applicable.

If Schedule B is not applicable, enter on **line 108** all input tax credits and any adjustments (for example, rebates paid or credited to customers or for bad debts) that decrease the net tax for this reporting period. Include input tax credits for the provincial part of the HST on specified property or services that are subject to recapture.

Only include amounts that decrease the net tax for this reporting period. Do **not** include amounts for the fiscal year being reconciled.

### Line 1402A

Enter on **line 1402A** the actual amount of net RITCs for the provincial part of the HST on specified property and services acquired during the fiscal year being reconciled. This would be determined by reviewing your financial records at the end of the fiscal year. For more information, see “Recapture of ITCs” on page 17.

### Line 1402R

Enter on **line 1402R** the total amount of net RITCs that was reported on line 1402 of Schedule B throughout the fiscal year being reconciled.

### Line 116

Line 116 will be calculated automatically based on the information you provided for **line 1402A** and **line 1402R** when you click on the calculate box at the bottom of Schedule C. This is the adjustment to net tax that will be automatically added or subtracted from your net tax amounts reported on your GST/HST return.

### Line 105 – Total GST/HST and adjustments for period (after RITC reconciliation)

This amount will be automatically calculated when you click on the calculate box at the bottom of Schedule C. In most cases, **line 105** will not be affected by the reconciliation of input tax credits.

### Line 108 – Total ITCs and adjustments (after RITC reconciliation)

This amount will be automatically calculated when you click on the calculate box at the bottom of Schedule C. This amount will equal **line 108** less **line 116**.

## Publications and forms

We offer a wide range of publications in both official languages, some of which are listed below. For a complete list of all GST/HST publications, go to [www.cra.gc.ca/gsthstpub](http://www.cra.gc.ca/gsthstpub) or call 1-800-959-2221.

- **Pamphlets and booklets** are available on a variety of subjects.
- **Guides** contain more detailed information on how the GST/HST affects specific types of businesses and organizations.
- **Info Sheets** provide explanations on specific topics.
- **GST/HST Memoranda** give more in-depth technical information on administrative and policy aspects of the GST/HST, and are aimed at tax professionals.
- **GST/HST Notices** provide explanations on recent changes.
- **Technical Information Bulletins** announce changes to GST/HST legislation and administrative policy in specific areas.

Revenu Québec administers the GST/HST in Quebec. If the physical location of your business is located in Quebec, contact Revenu Québec at 1-800-567-4692.

### Pamphlets and booklets

**RC2**, *The Business Number and Your Canada Revenue Agency Program Accounts*

**RC4080**, *GST/HST Information for Freight Carriers*

**RC4160**, *Rebate for Tour Packages, Foreign Conventions, and Non-Resident Exhibitor Purchases*

### Guides

**RC4027**, *Doing Business in Canada – GST/HST Information for Non-Residents*

**RC4028**, *GST/HST New Housing Rebate*

**RC4033**, *General Application for GST/HST Rebates*

**RC4034**, *GST/HST Public Service Bodies' Rebate*

**RC4036**, *GST/HST Information for the Travel and Convention Industry*

**RC4049**, *GST/HST Information for Municipalities*

**RC4050**, *GST/HST Information for Selected Listed Financial Institutions*

**RC4052**, *GST/HST Information for the Home Construction Industry*

**RC4058**, *Quick Method of Accounting for GST/HST*

**RC4072**, *First Nations Tax (FNT)*

**RC4081**, *GST/HST Information for Non-Profit Organizations*

**RC4082**, *GST/HST Information for Charities*

**RC4091**, *GST/HST Rebate for Partners*

**RC4100**, *Harmonized Sales Tax and the Provincial Motor Vehicle Tax*

**RC4103**, *GST/HST Information for Suppliers of Publications*

**RC4125**, *Basic GST/HST Information for Taxi and Limousine Drivers*

**RC4231**, *GST/HST New Residential Rental Property Rebate*

**RC4247**, *The Special Quick Method of Accounting for Public Service Bodies*

**RC4365**, *First Nations Goods and Services Tax (FNGST)*

**RC4419**, *Financial Institution GST/HST Annual Information Schedule*

### Forms

There are a number of options available to businesses and organizations to make it easier to comply with the GST/HST. These options, called elections or applications, allow you to adapt the administrative requirements of the GST/HST to your own business activity. While some options are available to all registrants, other options are available only to organizations and businesses that meet certain conditions.

Other forms are used to remit an amount of tax. They are called returns or remittance vouchers.

To get copies of forms, go to [www.cra.gc.ca/gsthstpub](http://www.cra.gc.ca/gsthstpub) or call 1-800-959-2221.

### Elections

You can use an election if you meet all the eligibility criteria. To make an election, complete the appropriate form. Some of the elections can also be made by phone. Once you make an election, it stays in effect until you revoke it, make another election, or no longer qualify to use it. Generally, elections must remain in effect for a minimum of one year.

For some elections, you do not have to return the form to us. Instead, you can keep a copy of the completed election form or a statement containing certain prescribed information on file with your records. This applies to the following forms:

GST17, GST21, GST23, GST24, GST25, GST29, GST30, GST502, GST506 and GST532.

You do not have to complete forms for certain other elections. For more information, see "Elections and applications that do not have forms" on page 79.

You are responsible for ensuring that you meet the conditions of an election. At the time of an audit, we reserve the right to verify your eligibility and to disallow an election if you have not met the requirements.

## Applications

Applications are different from elections. You have to meet the necessary requirements, and for many applications, you can call us or complete the form and mail it to us. We have to acknowledge that we have processed and approved your application before you can begin to use the procedure for which you have applied.

### **Election and application forms available to all businesses or individuals**

**GST10**, *Application or Revocation of the Authorization to File Separate GST/HST Returns and Rebate Applications for Branches or Divisions*

**GST17**, *Election Concerning the Provision of a Residence or Lodging at a Remote Work Site*

**GST20**, *Election for GST/HST Reporting Period*

**GST21**, *Election or Revocation of an Election to Have the Joint Venture Operator Account for GST/HST*

**GST22**, *Real Property – Election to Make Certain Sales Taxable*

**GST24**, *Election and Revocation of the Election to Tax Professional Memberships*

**GST29**, *Educational Services – Election and Revocation of the Election to Make Certain Supplies Taxable*

**GST30**, *Election for Passenger Vehicles or Aircraft to be Deemed to be Used Exclusively in Non-Commercial Activities*

**GST32**, *Application to Deem One Unincorporated Organization to be a Branch of Another Unincorporated Organization*

**GST44**, *Election Concerning the Acquisition of a Business or Part of a Business*

**GST70**, *Election, or Revocation of an Election, to Change a GST/HST Fiscal Year*

**GST71**, *Notification of Accounting Periods*

**GST74**, *Election and Revocation of an Election to Use the Quick Method of Accounting*

**GST106**, *Information on Claims Paid or Credited for Foreign Conventions and Tour Packages*

**GST159**, *Notice of Objection (GST/HST)*

**GST189**, *General Application for Rebate of GST/HST*

**GST190**, *GST/HST New Housing Rebate Application for Houses Purchased from a Builder*

**GST191**, *GST/HST New Housing Rebate Application for Owner-Built Houses*

**GST191-WS**, *Construction Summary Worksheet*

**GST192**, *GST/HST Transitional Rebate Application for Builders of New Housing on Leased Land*

**GST193**, *GST/HST Transitional Rebate Application for Purchasers of New Housing*

**GST288**, *Supplement to Forms GST189 and GST498*

**GST370**, *Employee and Partner GST/HST Rebate Application*

**GST469**, *Direct Deposit Request (Non-personalized)*

**GST495**, *Rebate Application for Provincial Part of Harmonized Sales Tax (HST)*

**GST502**, *Election and Revocation of Election Between Auctioneer and Principal*

**GST506**, *Election and Revocation of an Election Between Agent and Principal*

**GST507**, *Third Party Authorization and Cancellation of Authorization for GST/HST Rebates*

**GST515**, *Direct Deposit Request for the GST/HST New Housing Rebate*

**GST518**, *GST/HST Specially Equipped Motor Vehicle Rebate Application*

**GST521**, *GST/HST Multi-Employer Pension Plan Trust Rebate Application*

**GST524**, *GST/HST New Residential Rental Property Rebate Application*

**GST525**, *Supplement to the New Residential Rental Property Rebate Application – Co-op and Multiple Units*

**GST528**, *Authorization to Use an Export Distribution Centre Certificate*

**GST532**, *Agreement and Revocation of an Agreement Between Supplier and Constructive Importer*

**RC1**, *Request for a Business Number (BN)*

**RC59**, *Business Consent Form*

**RC145**, *Request to Close Business Number (BN) Accounts*

**RC4530**, *Election or Revocation of an Election to Use a Production Proxy to Report the Recapture of Input Tax Credits*

**RC4531**, *Election or Revocation of an Election to Use the Estimation and Reconciliation Method to Report the Recapture of Input Tax Credits*

**RC7190-WS**, *GST190 Calculation Worksheet*

**RC7190-ON**, *GST190 Ontario Rebate Schedule*

**RC7190-BC**, *GST190 British Columbia Rebate Schedule*

**RC7190-NS**, *GST190 Nova Scotia Rebate Schedule*

**RC7191-ON**, *GST191 Ontario Rebate Schedule*

**RC7191-BC**, *GST191 British Columbia Rebate Schedule*

**RC7000-ON**, *Ontario Retail Sales Tax (RST) Transitional New Housing Rebate*

**RC7000-BC**, *British Columbia Provincial Sales Tax (PST) Transitional New Housing Rebate*

**RC7001-ON**, *Ontario Retail Sales Tax (RST) Transitional New Housing Rebate – Residential Condominiums*

**RC7001-BC**, *British Columbia Provincial Sales Tax (PST) Transitional New Housing Rebate – Residential Condominiums*

**RC7002-ON**, *Ontario Retail Sales Tax (RST) Transitional New Housing Rebate – Apartment Buildings*

**RC7002-BC**, *British Columbia Provincial Sales Tax (PST) Transitional New Housing Rebate – Apartment Buildings*

**RC7003-ON**, Ontario Retail Sales Tax (RST) Transitional New Housing Rebate for Certain Non-registrant

**RC7003-BC**, British Columbia Provincial Sales Tax (PST) Transitional New Housing Rebate for Certain Non-registrant

**RC7524-ON**, GST524 Ontario Rebate Schedule

**RC7524-BC**, GST524 British Columbia Rebate Schedule

## **Election and application forms for public service and public sector bodies**

**GST23**, Election and Revocation of the Election by a Public Sector Body (other than a Charity) to have its Exempt Memberships treated as taxable Supplies

**GST26**, Election or Revocation of an Election by a Public Service Body to Have an Exempt Supply of Real Property Treated as a Taxable Supply

**GST31**, Application by a Public Service Body to Have Branches or Divisions Designated as Eligible Small Supplier Divisions

**GST66**, Application for GST/HST Public Service Bodies' Rebate and GST Self-Government Refund

**GST287**, Election or Revocation of the Election by Public Service Bodies to Use the Special Quick Method of Accounting

**GST322**, Certificate of Government Funding

**GST488**, Election or Revocation of an Election Not to Use the Net Tax Calculation for Charities

**GST523-1**, Non-Profit Organizations – Government Funding

**RC7066-SCH**, Provincial Schedule – GST/HST Public Service Bodies' Rebate

## **Election and application forms for corporations and financial institutions**

**GST25**, Closely Related Corporations and Canadian Partnerships – Election or Revocation of the Election to Treat Certain Taxable Supplies as having been made for Nil Consideration

**GST27**, Election or Revocation of an Election to Deem Certain Supplies to be Financial Services

**GST116**, Application, Renewal, or Revocation of the Authorization for a Qualifying Institution to use Particular Input Tax Credit Allocation Methods

**GST117**, Transitional Year Election or Revocation of an Election for a Qualifying Institution to Determine Input Tax Credits on Residual Inputs

**GST118**, Election or Revocation of an Election for a Financial Institution to use the Prescribed Percentage

**GST303**, Application to Offset Taxes by Refunds or Rebates

**GST497**, Election Under the Special Attribution Method for Selected Listed Financial Institutions and Notice of Revocation

**RC4601**, GST/HST Reporting Entity and Tax Adjustment Transfer Elections and Revocations for a Selected Listed Financial Institution

**RC4603**, GST/HST Tax Adjustment Transfer Election and Revocation for a Selected Listed Financial Institution

**RC4604**, GST/HST Reporting Entity, Consolidated Filing and Tax Adjustment Transfer Elections and Revocations for a Selected Listed Financial Institution

**RC4605**, Total Tax Recovery Rate Election and Revocation for a Selected Listed Financial Institution

**RC4606**, Election or Revocation for a Qualifying Small Investment Plan to be Treated as a Selected Listed Financial Institution

## **Applications for non-residents**

**GST114**, Bond for Non-Resident Person Without a Permanent Business Establishment in Canada

**GST115**, GST/HST Rebate Application for Tour Packages

**GST367**, Endorsement to the Bond for Non-Resident Person Without a Permanent Business Establishment in Canada

**GST386**, Rebate Application for Conventions

**GST510**, Application for Business Travel Tax Refund

## **Rebate applications for diplomats**

**GST498**, GST/HST Rebate Application for Foreign Representatives, Diplomatic Missions, Consular Posts, International Organizations, or Visiting Forces Units

## **Elections and applications that do not have forms**

- Simplified Method of determining ITCs
- Simplified Method of determining rebates
- Election to use the actual part of a patronage dividend that is attributable to taxable supplies (other than zero-rated supplies) for purposes of consideration and GST/HST adjustments
- Election not to use patronage dividends for purposes of consideration and GST/HST adjustments
- Election concerning the supply of business property of a deceased person

The following applications must be made in writing and submitted to us for approval.

- Application for approval for a network seller to use the Network Sellers Method
- Application for approval for a direct seller to use the Alternate Collection Method
- Application for designation of a barter exchange network
- Application for designation to temporarily stop filing GST/HST returns

## **Returns and remittances**

**GST34**, Goods and Services Tax/Harmonized Sales Tax (GST/HST) Return for Registrants

**GST34-2**, Goods and Services Tax/Harmonized Sales Tax (GST/HST) Return for Registrants

**GST34-3**, Goods and Services Tax/Harmonized Sales Tax (GST/HST) Electronic Filing Information

**GST59**, *GST/HST Return for Imported Taxable Supplies and Qualifying Consideration*

**GST60**, *GST/HST Return for Acquisition of Real Property*

**GST62**, *Goods and Services Tax / Harmonized Sales Tax (GST/HST) Return (Non-personalized)*

**GST111**, *Financial Institution GST/HST Annual Information return (not yet released; formerly Schedule 1 – Financial Institution GST/HST Annual Information Schedule)*

**GST489**, *Return for Self-Assessment of the Provincial Part of Harmonized Sales Tax (HST)*

**GST494**, *Goods and Services Tax / Harmonized Sales Tax Final Return for Selected Listed Financial Institutions*

**GST499-1**, *First Nations Tax (FNT) Schedule*

**GST531**, *Return for Self-assessment of the First Nations Goods and Services Tax (FNGST)*

**RC158**, *GST/HST NETFILE/TELEFILE Remittance Voucher*

**RC159**, *Amount Owing Remittance Voucher*

**RC160**, *Interim Payments Remittance Voucher*

**RC177**, *GST/HST Balance Due Remittance Voucher*

## **Schedules**

Schedule A, *Builders Transitional Information*

Schedule B, *Calculation of Input Tax Credits*

Schedule C, *Reconciliation of Recaptured Input Tax Credits (RITCs)*



## For more information

Contact us if, after reading this guide, you would like to get forms or publications, or you need more help.

To get forms or publications, go to [www.cra.gc.ca/gsthstpub](http://www.cra.gc.ca/gsthstpub) or call 1-800-959-2221.

For more information, go to [www.cra.gc.ca/gsthst](http://www.cra.gc.ca/gsthst) or call 1-800-959-5525.

### Ordering personalized remittance forms

The following personalized remittance forms are not available on our Web site, since we can only provide them in a preprinted format:

- RC158, *GST/HST NETFILE/TELEFILE Remittance Voucher*;
- RC159, *Amount Owing Remittance Voucher*;
- RC160, *Interim Payments Remittance Voucher*; and
- RC177, *GST/HST Balance Due Remittance Voucher*.

Order these forms using one of the following options:

- online at [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount) or [www.cra.gc.ca/requests-business](http://www.cra.gc.ca/requests-business); or
- by calling 1-800-959-5525.

### Small business seminars

To help you comply with the GST/HST, we offer a GST/HST new registrant workshop, and GST/HST seminars. These cover topics such as who has to register, what is taxable, exempt, and zero-rated, how to collect and remit the GST/HST, and how to file your GST/HST returns.

Go to [www.cra.gc.ca/events](http://www.cra.gc.ca/events) to find out what workshops and seminars are being offered in your area and to find out the location. You can also call us at 1-800-959-5525 for more information. If you are in Quebec, call Revenu Québec at 1-800-567-4692.

### Teletypewriter (TTY) users

TTY users can call 1-800-665-0354 for bilingual assistance during regular business hours.

### Direct deposit



Direct deposit is a safe, convenient, dependable, and time-saving method of receiving your GST/HST refunds and rebates. If you are expecting refunds or rebates when you file your GST/HST returns or rebate applications, you can send us a completed Form GST469, *Direct Deposit Request*. To get Form GST469, go to [www.cra.gc.ca/dd-bus](http://www.cra.gc.ca/dd-bus) or call 1-800-959-2221.

### GST/HST rulings and interpretations

You can request a ruling or interpretation on how the GST/HST applies to a specific transaction for your operations. This service is provided free of charge. For more information, see GST/HST Memorandum 1.4, *Excise and GST/HST Rulings and Interpretations Service*, available at [www.cra.gc.ca/gsthstrulings](http://www.cra.gc.ca/gsthstrulings) or call 1-800-959-8287.

### Excise and GST/HST News

As a GST/HST registrant, you may want to review the quarterly issues of the **GST/HST News**, which discuss different issues that concern a variety of GST/HST registrants. You can also subscribe to our quarterly newsletter by email. Our newsletters and information on how to become a subscriber can be found at [www.cra.gc.ca/lists](http://www.cra.gc.ca/lists).

### Representatives

You can authorize a representative, such as your accountant, to get information about your GST/HST matters by using My Business Account. For more information, go to [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).

You can also authorize a representative, by sending us a completed Form RC59, *Business Consent Form*.

You must clearly indicate that you are authorizing the representative to contact us regarding your GST/HST account. We will also accept a letter signed by an owner that provides the same information as requested on Form RC59. We will only give information to your representative after we are satisfied that you have authorized us to do so.

### GST/HST electronic filing and remitting

You have several options for filing your GST/HST return or remitting an amount owing electronically. For more information, go to [www.cra.gc.ca/gsthst-filing](http://www.cra.gc.ca/gsthst-filing) or see "Filing your return electronically" on page 29.

### 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).

## My Payment

My Payment is a payment option that allows individuals and businesses to make payments online, using the Canada Revenue Agency's Web site, from an account at a participating Canadian financial institution. For more information on this self-service option, go to [www.cra.gc.ca/mypayment](http://www.cra.gc.ca/mypayment).

## Our service complaint process

If you are not satisfied with the **service** you have received, contact the Canada Revenue Agency (CRA) employee you have been dealing with (or call the phone number you have been given). If you still disagree with the way your concerns are being addressed, ask to discuss your matter with the employee's supervisor.

If the matter is still not resolved, you have the right to file a service complaint by completing Form RC193, *Service-Related Complaint*. If you are still not satisfied with the way the CRA has handled your complaint, you can contact the Taxpayers' Ombudsman.

For more information, go to [www.cra.gc.ca/complaints](http://www.cra.gc.ca/complaints) or see Booklet RC4420, *Information on CRA-Service Complaints*.

## Your opinion counts

If you have any comments or suggestions that could help us improve our publications, we would like to hear from you. Please send your comments to:



**Taxpayer Services Directorate**  
**Canada Revenue Agency**  
 750 Heron Road  
 Ottawa ON K1A 0L5

# Sample of GST34-2 (page 1)



Canada Revenue Agency  
Agence du revenu du Canada

## GOODS AND SERVICES TAX / HARMONIZED SALES TAX (GST/HST) RETURN FOR REGISTRANTS

Due Date
Business Number
Reporting Period

### Part 1 Working copy (for your records)

- You may be able to use **GST/HST NETFILE** or **GST/HST TELEFILE** to file this return. See "**GST/HST NETFILE** or **GST/HST TELEFILE**" on page 2.
- If you are filing a paper return, copy the amounts from the **highlighted** line numbers in **Part 1** of this return to the corresponding boxes in **Part 2**. Keep **Part 1** for your records.

**Access code:**

Privacy Act Personal Information Bank number RCC/P-PU-080

Enter your total **sales and other revenue**. Do not include provincial sales tax, GST, or HST. If you are using the Quick Method of accounting, include the GST or HST.

**101** \_\_\_\_\_ 00

### NET TAX CALCULATION

Enter the total of all **GST and HST amounts that you collected or that became collectible** by you in the reporting period.

**103** \_\_\_\_\_

Enter the total amount of **adjustments** to be added to the net tax for the reporting period (for example, the GST/HST obtained from the recovery of a bad debt).

**104** \_\_\_\_\_

Total GST/HST and adjustments for period (add lines 103 and 104) →

**105** \_\_\_\_\_

Enter the GST/HST you paid or that is payable by you on qualifying expenses (**input tax credits - ITCs**) for the current period and any eligible unclaimed ITCs from a previous period.

**106** \_\_\_\_\_

Enter the total amount of **adjustments** to be deducted when determining the net tax for the reporting period (for example, the GST/HST included in a bad debt).

**107** \_\_\_\_\_

Total ITCs and adjustments (add lines 106 and 107) →

**108** \_\_\_\_\_

NET TAX (subtract line 108 from line 105). If the result is negative, enter a minus sign in the separate box next to the line number.

**109** \_\_\_\_\_

### OTHER CREDITS IF APPLICABLE

Do not complete line 111 until you have read the instructions on the back of this return.

Enter any **instalment and other annual filer payments** you made for the reporting period. If the due date of your return is June 15, see the instructions on the back of this return.

**110** \_\_\_\_\_

Enter the total amount of the GST/HST **rebates**, **only** if the rebate form indicates that you can claim the amount on this line. **Attach the rebate form to this return.**

**111** \_\_\_\_\_

Total other credits (add lines 110 and 111) →

**112** \_\_\_\_\_

BALANCE (subtract line 112 from line 109). If the result is negative, enter a minus sign in the separate box next to the line number.

**113 A** \_\_\_\_\_

### OTHER DEBITS IF APPLICABLE

Do not complete line 205 or line 405 until you have read the instructions on the back of this return.

Enter the total amount of the GST/HST **due on the acquisition of taxable real property**.

**205** \_\_\_\_\_

Enter the total amount of other GST/HST **to be self-assessed**.

**405** \_\_\_\_\_

Total other debits (add lines 205 and 405) →

**113 B** \_\_\_\_\_

BALANCE (add lines 113 A and 113 B). If the result is negative, enter a minus sign in the separate box next to the line number.

**113 C** \_\_\_\_\_

**Line 114 and line 115:** If the result entered on line 113 C is a negative amount, enter the amount of the refund you are claiming on line 114. If the result entered on line 113 C is a positive amount, enter the amount of your payment on line 115.

REFUND CLAIMED  
**114** \_\_\_\_\_

PAYMENT ENCLOSED  
**115** \_\_\_\_\_