

Retail Dealer's Guide

Program for Administering the Fuel Tax Exemption for Indians

Introduction

The Program for Administering the Fuel Tax Exemption for Indians comes into effect on July 1, 2011. The program allows Indians who have registered for the program to purchase fuel for their own use at service stations situated on Indian reserves or in Indian settlements in Québec without having to pay the fuel tax. The program also applies to band councils, tribal councils and band-empowered entities.

The program provides for the refund of the amount equal to the fuel tax you paid to your supplier. This refund corresponds to the fuel tax you did not collect upon the retail sale of fuel to Indians due to their tax exemption.

In this document the term "band council" designates a band council, tribal council or band-empowered entity. Moreover, unless otherwise dictated by the context, the term "purchaser" designates the person who purchases the fuel, whether the person be an individual Indian or a person authorized to purchase fuel on behalf of a band council, tribal council or band-empowered entity.

Note that regarding the QST and the GST, the rules set forth in the GST/HST Technical Information Bulletin B-039, *GST/HST Administrative Policy - Application of the GST/HST to Indians* and the interpretation bulletin TVQ.16-17/R2, *Rules Relating to Indians*, remain unchanged.

Purchasing fuel from a supplier

Under the fuel tax system, suppliers must collect an amount equal to the fuel tax when selling fuel. However, under the program, retail dealers cannot collect the fuel tax on fuel sold to Indians due to the tax exemption provided for under the *Indian Act*. Consequently, as a retail dealer, you can apply for a refund of the amount equal to the fuel tax paid to your supplier for the fuel you sold to Indians.

You can also elect a designated supplier who will be authorized not to collect an amount equal to the fuel tax on a determined percentage of your fuel purchases.

In addition, you will have to file monthly reports of your fuel purchases and sales using form CAZ-1020-V, *Monthly Return for Retail Dealers Situated on Indian Reserves*. You will find more information on this topic in the section entitled **Forms to file**.

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Electing a designated supplier

A retail dealer can have only one designated supplier at a time. To elect a designated supplier, you must file form CA-1010-V, *Election of a Designated Supplier*. You can also use form CA-1010-V to notify Revenu Québec of a change of designated supplier.

Once your application is processed, your supplier will receive authorization not to collect an amount equal to the fuel tax on a percentage of your fuel purchases. This percentage will be determined based on the quantity of fuel you are likely to sell to Indians. This percentage can be modified at any time. Revenu Québec will inform you and your designated supplier of any change to this percentage and the effective date.

If you purchase fuel from a supplier that is not your designated supplier, the supplier must collect the total amount equal to the tax applicable to the fuel sold.

Completing the monthly report of fuel purchases

All fuel purchases, whether they be from your designated supplier or some other supplier, must be entered in the report of purchases (part 3 of the monthly return). You are not required to send your invoices for fuel purchases with your report, but you must keep them in case Revenu Québec asks for them.

3 Monthly report of fuel purchases made by a retail dealer

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Name of the retail dealer _____ Identification number _____ File _____ Period _____

C A : _____ Year _____ Month _____

- Enter each fuel purchase made in the period.
- Indicate the fuel type: "G" (gasoline) or "F" (fuel oil, including diesel). Use a separate line for each type of fuel listed on the same invoice.
- If you need more space, print out an additional page from our website at www.revenuquebec.ca or photocopy this page. Enter the information required and attach all additional pages to this form.

Date of purchase (MM DD)	Supplier's identification and file numbers	Fuel type (G or F)	Number of litres purchased	x	Tax rate by fuel type and region	x	Percentage unpaid as authorized ¹	=	Amount unpaid as authorized
1		T, Q					%		
2		T, Q					%		
3		T, Q					%		
4		T, Q					%		
5		T, Q					%		
6		T, Q					%		
7		T, Q					%		
8		T, Q					%		
9		T, Q					%		
10		T, Q					%		
11		T, Q					%		
12		T, Q					%		
13		T, Q					%		
14		T, Q					%		
15		T, Q					%		
16		T, Q					%		
17		T, Q					%		
18		T, Q					%		
19		T, Q					%		
20		T, Q					%		
21		T, Q					%		
Total									

¹ This percentage corresponds to the reduction of the amount equal to the fuel tax that your designated supplier must apply to fuel purchases for the service station in question, as authorized by Revenu Québec.

Carry the amount from box A to line 5 of Part 1. **A**

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Selling fuel to Indians

Under the program, retail dealers who sell fuel to Indians at service stations situated on Indian reserves or in Indian settlements in Québec have certain obligations.

Displaying the sale price

In your establishment, you must post in plain view the retail sale price of fuel including the applicable taxes, and the price without the applicable taxes so that Indian consumers can make sure they benefitted from the tax exemption.

To find out how to calculate the sale price of fuel without applicable taxes (QST/GST and fuel tax), consult Revenu Québec's website at www.revenuquebec.ca or contact Service à la clientèle des entreprises.

Verifying eligibility

When selling fuel, you must make sure that the purchaser is eligible for the program before granting the tax exemption by asking to see his or her Attestation d'inscription and, in the case of an Indian, a Certificate of Indian Status. You will find instructions on this subject on the back of form CAZ-1020.A-T, *Register of Retail Sales Made to Indians*.

If the Indian or band council is not eligible for the program, you must collect the fuel tax.

If you grant the tax exemption to an Indian or a band council that is not eligible for the program, Revenu Québec will not refund the amount equal to the fuel tax for the sale in question.

Attestation d'inscription

The Attestation d'inscription, issued by Revenu Québec, confirms that the holder is registered for the program. It contains the following information:

- A** the **Attestation d'inscription number**;
- B** the **holder's name**;
- C** the **Numéro de référence** (reference number).

On the back of the Attestation, you will find the main conditions that the holder must meet to benefit from the program. The conditions for individual Indians are different from those for a band council.

Conditions for an Indian

This Attestation d'inscription can be used only by its holder for the purchase of fuel at service stations situated on Indian reserves or in Indian settlements in Québec. The fuel must be purchased for the individual's personal use. The holder must keep the Attestation with him or her. The Attestation remains the property of Revenu Québec and can be revoked at any time.

If the Indian does not present his or her Attestation d'inscription and Certificate of Indian Status, you must collect the tax on the fuel sold.

Conditions for a band council, tribal council or band-empowered entity

The Attestation d'inscription can be used only to purchase fuel at service stations situated on Indian reserves or in Indian settlements in Québec. The fuel must be purchased for the use of the band council, tribal council or band-empowered entity. In the case of band-empowered entities, the fuel must be intended for band management activities. If the Attestation d'inscription is not presented at the time fuel is purchased, you must collect the fuel tax.

The Attestation d'inscription must be kept by its holder or by a person authorized to purchase fuel on the holder's behalf. It remains the property of Revenu Québec and can be revoked at any time.



Certificate of Indian Status


The Certificate of Indian Status, issued by Indian and Northern Affairs Canada (INAC), confirms that the holder is registered as an Indian under the *Indian Act*.

Registre des ventes au détail effectuées aux indiens

For each sale of fuel to an Indian or band council, you must make an entry on form CAZ-1020.A, *Registre des ventes au détail effectuées aux Indiens* (register of retail sales made to Indians). For each sale, you must record the following information:

- A** the number of the purchaser's **Attestation d'inscription** issued by Revenu Québec;
- B** in the case of an Indian, the purchaser's **Certificate of Indian Status number** issued by INAC;
- C** the number of litres of fuel or fuel oil sold, including decimals;
- D** the price paid per litre.

Once you have entered all the required information, have the purchaser **E** sign the form.



Revenu Québec

Formulaire officiel – Revenu Québec

Registre des ventes au détail effectuées aux Indiens

Programme de gestion de l'exemption fiscale des Indiens en matière de taxe sur les carburants

CAZ-1020.A (2011-06)

Nom du vendeur au détail _____ Numéro d'identification _____ Dossier _____

Ventes effectuées le _____ Mois _____ jour _____ Avant de remplir le registre, voyez les instructions pour le vendeur au détail et les informations pour l'acquéreur à la page suivante. Période visée _____ Année _____ Mois _____

Écrivez à l'encre bleue ou noire.

Numéro de l'attestation d'inscription délivrée par Revenu Québec	Numéro du certificat de statut d'Indien délivré par le MAINC	Nombre de litres vendus		Prix payé par litre	Signature de l'acquéreur
		Essence	Mazout (diesel)		

Reportez à cette ligne les sous-totaux inscrits aux cases A et B de la page précédente, s'il y a plus d'une page. ▶


1	A	B	C	D	E
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Formulaire prescrit – Président-directeur général

Sous-total

A	B

Page _____



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In addition to the information required for the sale of fuel to an Indian or a band council, you must enter the following information on the **first page of the register**:

- your name;
- your identification number;
- the date on which the sales were made (month/day);
- the period covered (year/month);
- the page number.

You must use a new register page for each day of the month and indicate on **each page** the following information:

- the date on which the sales were made (month/day);
- the subtotals from boxes A and B of the previous page, if applicable;
- the page number.

If for any given sale, you do not provide the information required or the information is illegible, the sale will not be considered when processing your return and register. In such a case, you will be informed of the corrections made to these documents. Keep a copy of all the pages of your register, as the register will not be returned to you.

Make sure you have enough copies of the register. To obtain copies, you can

- place an order online (www.revenuquebec.ca) or from Service à la clientèle des entreprises (allow 10 working days for delivery);
- make photocopies of the original;
- print copies from Revenu Québec's website.

There is no official English version of form CAZ-1020.A, *Registre des ventes au détail effectuées aux Indiens*. Only the French version of the form can be submitted. Retail dealers will receive an English version to help their English-speaking customers understand the document.

Forms to file

Under the program, you must file monthly returns for each service station you operate on an Indian reserve or in an Indian settlement in Québec. A return must be filed regardless of whether or not you have a balance to remit or a refund to claim.

To meet this obligation, you must complete and send to Revenu Québec

- form CAZ-1020-V, *Monthly Return for Retail Dealers Situated on Indian Reserves*; and
- form CAZ-1020.A, *Registre des ventes au détail effectuées aux Indiens*.

These forms will be sent to you each month.

The monthly return is used to determine the amount of the refund or balance due, as the case may be. It allows you to calculate the difference between the tax you were unable to collect on fuel sales to Indians and the amount equal to the fuel tax that you did not pay to your supplier.

Revenu Québec must receive, under single cover, the return along with all the pages of the register by the **15th day of the month following the period covered by the return**. If you fail to meet this deadline, you will be liable to a penalty. In addition, if you have an amount due, interest will be charged and you could be liable to another penalty.

Revenu Québec

Monthly Return for Retail Dealers Situated on Indian Reserves
Program for Administering the Fuel Tax Exemption for Indians

CAZ-1020-V
2011-06
Page 2

Name of retail dealer _____

Identification number _____ File number _____ Period _____

Year _____ Month _____

This return is for fuel retail dealers who operate a service station situated on an Indian reserve or in an Indian settlement in Québec. A separate return must be filed for each service station operated on an Indian reserve or in an Indian settlement. As such a retail dealer, you must complete and return this form whether you owe a balance to Revenu Québec or you are claiming a refund.

Instructions

1. Complete the monthly report of fuel purchases made by a retail dealer (Part 3).
2. Carry the subtotals entered in boxes A and B on the last page of form CAZ-1020.A, *Registre des ventes au détail effectuées aux Indiens*, to the corresponding columns of line 2 in Part 1.
3. Carry the amount entered in box A in Part 3 to line 5 in Part 1.
4. In Part 1, complete lines 1, 3, 4, 6 and either line 7 or 8. Sign the return.

5. Send Parts 1, 2 and 3 of the return **with all pages** of form CAZ-1020.A and any payment due to one of the following addresses:

- 3800, rue de Marly, Québec (Québec) G1X 4A5
- C. P. 3000, succursale Place-Desjardins, Montréal (Québec) H5B 1A4

You can also bring your documents to one of our offices.

Filing the return

We must receive the return and all supporting documents mentioned above by the fifteenth day of the month following the reporting period. If you do not respect this deadline, you may be subject to a penalty for late filing. If you have a balance due, you will have to pay interest and you may incur an additional penalty. Enclose your payment in the form of a cheque or money order made payable to the Minister of Revenue of Québec (your identification number must be indicated on your cheque or money order). You can also make your payment at a financial institution by the same deadline.

1 Return

	Gasoline	Fuel oil (diesel)
Total litres sold (rounded to the nearest litre)	1 _____	_____
Litres sold to Indians (subtotals entered in boxes A and B on the last page of form CAZ-1020.A, rounded to the nearest litre)	2 _____	_____
Tax rate for the region ¹	x 3 _____	_____
Amount of tax not payable (amount on line 2 multiplied by the rate on line 3, for each column)	= _____	+ _____ = 4 _____
Amount you are authorized not to pay (amount in box A of Part 3)	-	5 _____
Subtract line 5 from line 4.	=	6 _____
Amount on line 6, if positive	Refund	7 _____
Amount on line 6, if negative	Balance due	8 _____

1. For the rates in effect for the reporting period, see the *Table of Fuel Tax Rates in Québec, by Region* (CA-1-V). You can access this document on our website at www.revenuquebec.ca or request a copy from our client services.

2 Signature – I certify that the information in this form is accurate and complete.

Name of the authorized person Date Area code Telephone Extension

Signature

Do not use this area. 1 _____ 2 _____ 99 _____

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Form prescribed by the President and Chief Executive Officer

If required, enclose with your return and register a cheque or money order made payable to the Minister of Revenue of Québec. Your identification number must be indicated on your cheque or money order. You can also make your payment, within the same deadline, at a financial institution.

File form CAZ-1020-V, *Monthly Return for Retail Dealers Situated on Indian Reserves*, and form CAZ-1020.A, *Registre des ventes au détail effectuées aux Indiens*, and send all documents to one of the following addresses:

Revenu Québec
3800, rue de Marly
Québec (Québec) G1X 4A5

Revenu Québec
C. P. 3000, succursale Place-Desjardins
Montréal (Québec) H5B 1A4

You can also bring your documents to one of Revenu Québec's offices, the addresses of which are available on its website.

Program registration information for Indians and band councils

To register for the program, an Indian or a band council must complete one of the following forms:

- form CA-1001-V, *Registration Application for Indians*
- form CA-1002-V, *Registration Application for Band Councils, Tribal Councils or Band-Empowered Entities*

These forms are available on Revenu Québec's website or from Service à la clientèle des entreprises.

For more information or to obtain a copy of this guide, consult Revenu Québec's website at www.revenuquebec.ca or contact Service à la clientèle des entreprises at 418 659-4692 if you are in the Québec City area, at 514 873-4692 if you are in the Montréal area or, toll-free, at 1 800 567-4692 if you live elsewhere.