



Application for GST/HST Public Service Bodies' Rebate and GST Self-Government Refund

Public service bodies' rebate – Use this form to claim a rebate if you are a municipality, hospital authority, external supplier, facility operator, charity, public institution, or qualifying non-profit organization, or if you are a university, school authority, or public college that is established and operated otherwise than for profit.

Self-government refund – Use this form if you are eligible to claim a self-government refund of the GST or the federal part of the HST under a self-government agreement.

For more information, see "General information" on the back of this form.

Part A – Identification
Name, Business number (if applicable), Operating/trade name (if different from name), Mailing address, City, Province or territory, Postal code, Physical location (if different from mailing address), City, Province or territory, Postal code, Contact person, Telephone number, Extension, Charity registration number (if you are a registered charity), What is your fiscal year-end? Month, Day

Part B – Claim period
Claim period covered by this application: From Year Month Day to Year Month Day

Part C – Offset on GST/HST return (This part applies to GST/HST registrants only.)
Is the amount on line 409 of this form being included on line 111 of your GST/HST return? [] Yes [] No If yes, enter the reporting period end date of your GST/HST return. Year Month Day

Part D – Details of claim
Enter on the appropriate line the amount of rebate that you are claiming for each activity that you perform. If you engage in various activity types, see Guide RC4034, GST/HST Public Service Bodies' Rebate, for more information.
If you are claiming a rebate of the provincial part of the HST (Line B) use Form RC7066 SCH, Provincial Schedule – GST/HST Public Service Bodies' Rebate.

Table with 4 columns: Line #, Activity type, Rebate factor, Federal. Rows include Municipality, University, School authority, Public college, Hospital authority, Charity, etc.

FOR INTERNAL USE ONLY
IC [] [] [] [] [] NC [] [] [] [] []

Part E – Certification

I certify that the information given on this form and in any documents attached is, to the best of my knowledge, true, correct, and complete in every way. The amount on line 409 on this form or any part of it has not previously been claimed; books, records, and invoices are available for inspection; and I am authorized to sign for the organization.

Print name		Title				
Signature	Telephone number	Extension	Year	Month	Day	

Personal information is collected under the Excise Tax Act to administer tax, rebates, and elections. It may also be used for any purpose related to the enforcement of the Act such as audit, compliance and collection activities. It may be shared or verified with other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the Privacy Act, individuals have the right to: access their personal information; request corrections; or, file a complaint to the Privacy Commissioner of Canada regarding the handling of the individual's personal information. Refer to Personal Information Bank CRA PPU 241 on Info Source at canada.ca/cra-info-source.

General information**Line 306 – Qualifying non-profit organizations**

If you are a qualifying non-profit organization, you must send us a completed Form GST523-1, Non-Profit Organizations – Government Funding, each year. Do **not** send us your annual reports or financial statements.

Line 308 – Goods and services exported by a charity or public institution

Charities and public institutions can claim a rebate of the GST or federal part of the HST paid on goods and services exported outside Canada on line 308 on this form. Charities and public institutions resident in a participating province can claim a rebate of the provincial part of the HST paid on goods and services exported outside Canada on Form RC7066 SCH (lines 308-ON, 308-BC, 308-NS, 308-NB, 308-NL and 308-PE).

Note

Charities and public institutions that are **not** resident in a participating province can also claim a rebate of the provincial part of the HST paid on goods and services exported outside Canada on line 308 on this form.

Lines 310, 311, and 312

"Eligible activities" for hospital authorities and for charities, public institutions, and qualifying non-profit organizations that are also a facility operator or an external supplier refers to the making of facility supplies, ancillary supplies, or home medical supplies, or operating a qualifying facility for use in making facility supplies.

Definition

Non-selected public service body activities – are activities other than:

- those activities for which a person was designated as a municipality; or
- activities carried out in the course of:
 - fulfilling responsibilities as a local authority;
 - operating a public hospital, an elementary or secondary school, a post-secondary college or technical institute, a recognized degree-granting institution or a college affiliated with or a research body of such a degree-granting institution; or
 - making facility supplies, ancillary supplies, or home medical supplies or operating a qualifying facility for use in making facility supplies.

What is your application claim period?

If you are a **GST/HST registrant**, your claim period is your reporting period. If you are a branch or division of an organization, you and your parent or primary organization have to use the same claim period and filing frequency.

Note

If you want to use the rebate from a claim period to reduce an amount payable on your GST/HST return, complete Part C in addition to the other parts.

If you are a **non-registrant**, you can file an application for the period covering the first six months of your fiscal year and another application for the period covering the last six months of your fiscal year. Each of those periods is one of your claim periods.

How do you file this application electronically?

GST/HST registrants – You can file this application electronically with your GST/HST return using:

- GST/HST NETFILE at canada.ca/gst-hst-netfile;
- "File a return" at canada.ca/my-cra-business-account if you are a business owner; or
- "File a return" at canada.ca/taxes-representatives if you are a representative (including employees).

Non-registrants – You can file your rebate application electronically using:

- "Electronic rebate forms" at canada.ca/gst-hst-netfile;
- "File a rebate" at canada.ca/my-cra-business-account if you are a business owner; or
- "File a rebate" at canada.ca/taxes-representatives if you are a representative (including employees).

If you are filing this rebate application electronically, you must also file any associated provincial rebate application electronically.

Where to send this form if you choose to file your application by paper?

If you are resident in Sudbury/Nickel Belt, Toronto Centre, Toronto East, Toronto West, Toronto North, or Barrie, send this completed form to:

**Canada Revenue Agency
Sudbury Tax Centre
1050 Notre Dame Avenue
Sudbury ON P3A 5C1**

If you are resident anywhere else in Canada, send this completed form to:

**Canada Revenue Agency
Prince Edward Island Tax Centre
275 Pope Road
Summerside PE C1N 6A2**

For more information

For more information, go to canada.ca/gst-hst, see Guide RC4034, GST/HST Public Service Bodies' Rebate, or GST/HST Info Sheet GI-121, Determining Whether a Public Service Body is Resident in a Province for Purposes of the Public Service Bodies' Rebate, or call **1-800-959-5525**.