

INSTRUCTIONS

We must receive your rebate application within one year after the last day of the convention.

Attach the following supporting documents to your application:

- a convention agenda, itinerary, or event program;
- copies of invoices or receipts showing the GST/HST/TVQ paid; and
- complete hotel folios (that is, the entire hotel bill).

You also have to keep documents to support how you determined the number of expected Canadian delegates and the total number of expected delegates. You have to make this information available to us on request.

If you are an exhibitor, you must also provide a document showing that the exhibition space was rented, even if there was no GST/HST payable.

Documents must be in English or French, or you must provide a translation into English or French. You have to request permission if you want to keep your records relating to your rebate claim(s) outside Canada. For more information, see Booklet RC4160, *Rebate for Tour Packages, Foreign Conventions, and Non-Resident Exhibitor Purchases*.

Part A – Identification

Enter your business or organization name, Business Number (if applicable), mailing address, and telephone number.

Part B – Convention information

Tick the type that describes you:

- Sponsor:** A person that convenes the foreign convention and supplies admissions to it.
- Organizer:** A person that acquires the convention facility or related convention supplies and organizes the foreign convention for a sponsor.
- Exhibitor:** A person that rents exhibition space exclusively for use as a site to promote his or her business, products, or services.

Enter the first and last date of the convention period. Enter the number of expected Canadian delegates. **Do not complete if you are an exhibitor.** Enter the total number of expected delegates. **Do not complete if you are an exhibitor.**

Part C – Rebate claimed

Before completing this part, please complete Part D.

Convention facility

Claim the tax you paid on a convention facility.

Calculate each tax type separately:

- Enter the total GST/HST you are claiming on line 1.
- Enter the total TVQ (Quebec) you are claiming on line 2.
- Add lines 1 and 2 and enter the total on line 3.

Related convention supplies

Enter the amount of tax you are entitled to claim on related convention supplies. For more information, see Booklet RC4160.

Calculate each tax type separately:

- Enter the total GST/HST you are claiming on line 4.
- Enter the total TVQ (Quebec) you are claiming on line 5.
- Add lines 4 and 5 and enter the total on line 6.

Total rebate claimed

Add lines 3 and 6 and enter the total rebate you are claiming on line 7.

Part D – Details of rebate application

Use this space to list all required details from receipts, invoices, and supporting documents of purchases listed on this rebate application. If you need more space, use Form GST288, *Supplement to Forms GST189, GST386, and GST498*, to list the rest of the details of your application.

Convention facility

Add the amounts you listed in Part D under "Actual GST/HST paid" that correspond to the convention facility and enter the total on line 1 of Part C.

Add the amounts you listed in Part D under "TVQ (Quebec)" that correspond to the convention facility and enter the total on line 2 of Part C.

Related convention supplies

Add the amounts you listed in Part D under "Actual GST/HST paid" that correspond to the related convention supplies and enter the total on line 4 of Part C.

Add the amounts you listed in Part D under "TVQ (Quebec)" that correspond to the related convention supplies and enter the total on line 5 of Part C.

Part E – Certification

Sign, print your name and enter the date you completed this form.

Mail to: **Summerside Tax Centre**
Canada Revenue Agency
275 Pope Road
Summerside PE C1N 6A2
CANADA