



## APPLICATION FOR VISITOR TAX REFUND (No processing fee)

Internal use only

Use this form to claim a refund of goods and services tax/harmonized sales tax (GST/HST) if:

- you are an individual and a non-resident of Canada; and
- the total of your eligible purchases of short-term accommodation and goods, before taxes, is **CAN\$200** or more.

For more information, visit our Web site at [www.cra.gc.ca/visitors](http://www.cra.gc.ca/visitors), or see our pamphlet RC4031, *Tax Refund for Visitors to Canada*.

**Do not use this form if:**

- you are making a claim at a duty-free shop; or
- you are making a claim as a business (see our pamphlet RC4117, *Tax Refund for Business Travel to Canada*).

**Attach original receipts** to this application. **We do not accept** photocopies, or debit or credit card slips.

Do not write in shaded areas

**Proof of export required** – See our pamphlet RC4031 for more detailed information.

**We do not refund any provincial sales tax (PST, TVQ) paid.**

Complete **all** the areas of this form.

### Part A – Identification (please print)

Last name									
First name									
Mailing address									
City					Province/State				
Postal/Zip code			Country			Email address			

### Part B – Arrival and departure details (if this application covers more than one visit to Canada, read the instructions on the back of this form)

City of final departure from Canada or name of border crossing													
Date of arrival in Canada			▶	Year	Month	Day	Date of departure from Canada			▶	Year	Month	Day
Did you leave Canada by private vehicle or charter bus tour?						▶ <input type="checkbox"/> Yes ▶		Please see our pamphlet RC4031, <i>Tax Refund for Visitors to Canada</i> for information on proof of export requirements.					
Did you leave Canada by plane, train, non-charter bus, cruise ship, or ferry?						▶ <input type="checkbox"/> Yes ▶							

### Part C – Refund calculation

Number of nights of paid eligible short-term accommodation	Is the total amount of your eligible purchases of short-term accommodation and goods, before taxes, <b>CAN\$200</b> or more? <input type="checkbox"/> Yes <input type="checkbox"/> No	If <b>no</b> , do not proceed with this claim.
	Does each receipt for eligible goods show the required minimum purchase amount, before taxes, of <b>CAN\$50</b> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No Receipts must be for <b>CAN\$50</b> or more.
Did you purchase any individual good(s) valued at <b>CAN\$250</b> or more before taxes? <input type="checkbox"/> Yes <input type="checkbox"/> No		
a) <b>GST/HST paid on eligible short-term accommodation</b> (see back of form for more information)	\$	<input style="width: 100%;" type="text"/>
b) <b>GST/HST paid on eligible goods</b>	\$	<input style="width: 100%;" type="text"/>
c) <b>Total GST/HST refund claimed on eligible short-term accommodation and goods</b> [add lines a) and b)]	\$	<input style="width: 100%;" type="text"/>

### Part D – Certification

**I certify that:**

- The information on this application and in any attachments is true, correct, and complete in every respect.
- The amount claimed, or any part of it, has not been previously approved for payment or paid.
- I am not a resident of Canada and the address provided in Part A is my permanent residential address outside Canada.
- I am the individual identified in Part A, or I am authorized to sign this form on behalf of the person identified in Part A of this form.

**It is a serious offence to make a false claim.**

Applicant's signature	Year	Month	Day	Telephone number
<input type="checkbox"/> COR <input type="checkbox"/> POE <input type="checkbox"/> POA <input type="checkbox"/> PR <input type="checkbox"/> Other _____	<input type="checkbox"/> DC	<input type="checkbox"/> NC	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>

# General Information

## Visitors to Canada

Use this form if you are a non-resident visitor to Canada who paid goods and services tax/harmonized sales tax (GST/HST) on eligible short-term accommodation or eligible goods. We must receive your application within one year after the day the tax on the eligible short-term accommodation became payable, and within one year after the day you exported the eligible goods. See page 4 of our pamphlet RC4031, *Tax Refund for Visitors to Canada*, for details on what qualifies as eligible short-term accommodation and eligible goods.

Include **original receipts** with your application. **We do not accept** photocopies or debit or credit card slips. It will take about four to six weeks to process your application.

## Note

We do not return the receipts that are sent in with your refund application.

If you are claiming the GST/HST you paid on eligible goods and your first departure flight does not leave from one of the eight international airports, **you have to provide alternate forms of proof of export**. The international airports are listed on page 12 of our pamphlet RC4031, *Tax Refund for Visitors to Canada*. For proof of export information, see our pamphlet RC4031, or visit our Web site at [www.cra.gc.ca/visitors](http://www.cra.gc.ca/visitors).

If your refund claim covers multiple visits to Canada, enter the earliest arrival date, the latest departure date, and the place of your final departure from Canada on the front of this form. Also attach a list of your various arrival and departure dates, including each place of departure from Canada. If your claim includes eligible goods from various visits, proof of export for the goods is needed from **each** departure place.

## Eligible travel tour packages

If your tour package included eligible short-term accommodation, you can claim up to one half of the full amount of the GST/HST you paid for the tour package, unless you are using the quick calculation option discussed below. Enter the amount you are claiming for short-term accommodation in Part C of this application form. See page 4 of the pamphlet RC4031, *Tax Refund for Visitors to Canada*, for more information.

## Quick calculation option for GST/HST paid on eligible short-term accommodation or tour packages

You can use a quick method to calculate the amount of your GST/HST refund, rather than adding up the actual amount you paid. See page 5 of our pamphlet RC4031, *Tax Refund for Visitors to Canada*, for more information.

The only method of payment by the Canada Revenue Agency is by cheque.

**Mail this refund application to:**

**Visitor Rebate Program  
Summerside Tax Centre  
Canada Revenue Agency  
Suite 104, 275 Pope Road  
Summerside PE C1N 6C6  
CANADA**

