CTR - Canadian Tax Refund
P.O. Box 42090
Vancouver, B.C. V6P 6S6 Canada

Website: www.canadiantaxrefund.com
E-mail: claimsdept@canadiantaxrefund.com
Fax: (604) 261-7009

REFUND AGREEMENT - TOUR PACKAGES

A

Business / Organization / Individual Name (surname, first name)

Address

City / Town / Village | Province / State | Country

Postal / Zip Code | Phone Number (required) | E-mail

B

Arrival Date to Canada	Departure Date from Canada	Number of nights of accommodation
___ ___ / ___ ___ / ___ ___ (month / day / year)	___ ___ / ___ ___ / ___ ___ (month / day / year)	___ ___

For multiple visits, enter earliest arrival and latest departure dates and attach list of all visit dates.

C

Check they type of rebate(s) that you are claiming

Tour Operators
- ☐ Eligible tour packages
- ☐ Accommodation only resold in eligible tour packages

Business ☐ Eligible tour packages
(non-tour operators, organizations, or individuals)

D

The undersigned agrees to the terms and conditions set out on this agreement.

_____ Date

_____ Name and Signature of authorized officer of the business, organization or individual

IT IS A SERIOUS OFFENSE TO MAKE A FALSE CLAIM

INSTRUCTIONS

1. Complete Section “A” and “B” COMPLETELY. Incomplete applications will be returned.

2. Choose the applicable type of rebate claimed in section “C” and for:

   a. **Tour Operators:** Attach the original invoices or receipts showing the GST/HST paid AND itineraries or detailed descriptions of the tour packages (group or individual) plus:
   - a list of the names and addresses of clients who purchased the tour package;
   - the names of the agent through whom you made the sales (if applicable);
   - a duplicate/photocopy of the original invoices issued to your clients; and
   - a list of the names and addresses of the non-resident individuals who stayed in the hotel, motel, B&B or campground.

   b. **Individuals, organizations or businesses (non-tour operators):** Attach the original invoices or receipts showing the GST/HST paid AND the itineraries or detailed descriptions provided by the tour operators for the tour packages.

3. Sign and date section “D”. We must receive your claim within 1 year of your arrival date.

Terms and Conditions
The client hereby certifies that the information given in this application is true, correct and complete. The client authorizes CTR - Canadian Tax Refund to claim and receive on behalf of the client the refund that is or becomes payable to the client pursuant to the Canada Revenue Agency’s (CRA) Foreign Convention and Tour Incentive Program (GST/ HST/ TVQ) on the following conditions: 1) You are a non-resident of Canada. 2) You are not registered for the GST/HST. 3) You were not paid or credited the tax from a supplier. 4) You have not previously claimed the refund or any part of it. 5) If I am a tour operator, I certify that I am in the business of selling tour packages, and that the eligible tour packages were resold to non-residents of Canada - the accommodation sold as part of these eligible tour packages were made available to non-resident individuals, and that payment was made outside Canada where I or my agent conduct business; and for purchases of short term and camping accommodation, I also certify the same to be true. 6) CTR - Canadian Tax Refund will calculate and pay the client an amount equal to the refund received by CTR less a processing fee of 15% (subject to a minimum of $10), and $1 for postage. In the event the CRA changes any of the existing procedures, rules and/or regulations regarding the Foreign Convention and Tour Incentive Program, and/or for any reason (ie. lost mail) beyond our control, CTR will not be liable for any such claims that become void, denied, lost or delayed because of such changes/reasons. This is not a publication of the Canada Revenue Agency, nor is CTR - Canadian Tax Refund an agent of the Government of Canada.

Absolute Power of Attorney
The client, by execution of this Refund Agreement, including this Power of Attorney hereby appoints CTR – Canadian Tax Refund as the true and lawful attorney for the client and in the client’s name, place and stead and for the client’s sole use and benefit to: 1) sign and submit an application for the refund to the Canada Revenue Agency and receive the refund on the client’s behalf. 2) endorse the refund cheque on the clients behalf and as the client’s attorney with absolute power of attorney, deposit the refund cheque to and for the account of CTR - Canadian Tax Refund. 3) open and respond to any correspondence addressed to the client from Canada Revenue Agency. 4) contest, settle and appeal any assessments or decisions made by the Canada Revenue Agency respecting the refund.