

## **Claim your 50% GST Rebate**

- ⇒ Every Unit, District, Division, Area, and Province is eligible to claim a 50% rebate on GST they have paid.
- ⇒ Units in Saskatoon and Regina will claim through their Area. All other Units will claim through Province.

## **How to Claim your GST Rebate**

- ⇒ After your books have been reviewed, complete the GST Rebate Form, attach receipts and forward to the appropriate office.
- ⇒ Only proper GST receipts are eligible.
  - They must show: date, amount of GST, registration number
  - Original receipts must be sent – make photocopies for your records
  - Only receipts from outside firms can be claimed
  - Receipts from within Girl Guides are not eligible (Girl Guide store purchases are NOT eligible)
- ⇒ You may decide not to submit a claim each year. Claims can be made within four years, however; you should complete the form and attach applicable receipts so that it is ready when you do submit your claim.
- ⇒ A fee is charged by province to cover handling costs (postage, stationary, cheques, staff time). This fee is 10% of the total rebate, with a minimum charge of \$2.
- ⇒ The provincial office processes GST claims during the summer (this may not be the case in Saskatoon and Regina) which means your rebate would be received in the fall.

Girl Guides of Canada-Guides du Canada  
Saskatchewan Council

**GST Rebate Form**

(to be used by Units, Districts, Divisions, and Areas)

All claims must be accompanied by **original receipts**. Claims are allowed one a year unless the amount claimed exceeds \$50. Claims should be to the provincial office by June 30.

Area: \_\_\_\_\_ Division: \_\_\_\_\_

District: \_\_\_\_\_ Unit/Name #: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Receipts: (Receipts from Girl Guides are not eligible)

Business Name	Invoice Amount	GST Paid
Total:		
50% Rebate:		
Less 10% handling fee (minimum \$2):		

Balance due: \_\_\_\_\_

Signature: \_\_\_\_\_