



**CAMP/EVENT HST REMITTANCE FORM and HST REBATE FORM**

**INSTRUCTIONS:** Use this form to calculate the amount of net HST (i.e. HST collected minus HST paid on camp/event expenses) that you must remit in respect of HST collected on taxable camps and events. This form may also be used to claim a HST rebate for tax paid on purchases for use in other (non-taxable) Guiding activities such as unit meetings and trainings (see GST/HST Booklet for more details). You may use the rebate to offset some or all of the HST that you are required to remit and any excess amount will be refunded.

**IMPORTANT NOTE:** HST that you collect on camp/event fees MUST be remitted to Province by the 15th day of the month following the date of your camp or event regardless of whether you have gathered all of the necessary receipts to claim a credit or rebate against the amount collected. If you are entitled to claim a credit or rebate, you have 4 years from the month that the expense was incurred to make the claim.

<b>Area/District/Unit</b>			
<b>Mailing address</b>			
<b>Contact name</b>			
<b>Telephone number(s)</b>			
<b>Email:</b>			
<b>Camp/Event SG #</b>			
<b>Description (e.g. Brownie camp, Spark Sleepover)</b>			
<b>Dates of event</b>	<b>from (DD/MM/YY)</b>		<b>to</b>

**GST/HST Remittance Form Recap ( From Parts I, II and III)**

Total HST Collected on HST taxable events and camps ( from (i) of Part 1)	
Total HST Collected on HST taxable events and camps ( from (ii) of Part 1)	
Minus: GST/HST Paid on purchases for taxable events/camps ( from Part II)	
Minus: GST/HST Rebate for HST paid purchases for non- taxable events(@50%) ( from Part III)	
<b>SUBTOTAL</b>	
Processing Fee (This fee must be added to your HST Payable or deducted from your refund)	\$2.50
<b>(POSITIVE NUMBER)-Amount Due</b> <b>(NEG NUMBER)- Amount refunded</b>	

**PART I- HST COLLECTED ON TAXABLE CAMP/EVENT**

**DATA GRID- Fill in Appropriate Boxes**

**(i) When fee has been charged plus HST:**

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
Fee Per Participant before HST	HST (Column A x .15)	Number of Participants	Total HST Collected (BxC)
		<b>Total</b>	

**OR**

**(ii) When fee has been charged including HST:**

A	B	C	D
Fee per participant including HST	HST(A x 15/115)	Number of Participants	Total HST Collected (C x A x 15/115)
		<b>Total</b>	

**PART II-HST PAID ON PURCHASES FOR TAXABLE CAMPS/EVENTS**

(e.g., program/craft/event supplies, food, rental of space, etc..) NOTE: HST#'s - Have nine numbers

If you have more than one receipt from a supplier, you may add them together if you wish.  
Original Receipts MUST be attached to this claim form.

**Date of Camp/Event:**

Supplier Name	HST (Business) Number	Receipt(s) Total	HST Paid
	<b>TOTAL</b>		

