

Guide

General Information

Enquiries: 1-866-ONT-TAXS (1-866-668-8297) 1-800-263-7776 Teletypewriter (TTY)

Please read the instructions carefully. If you are completing the application by hand, enter the information within the box or space provided.

If this is your first claim, please contact the Ministry of Finance at 1-866-ONT-TAXS (1-866-668-8297) to obtain your Tobacco identification number. Complete the Application for Refund (summary, schedule and worksheet) print, sign and mail it to the address noted above or submit through email. Include copies of the required supporting documentation as detailed below and retain a copy for your records.

If you require assistance, please contact the Ministry.

You are eligible if you meet all the following conditions:

- Are a First Nations retailer located on a reserve;
- Hold a valid Tobacco Retail Dealer's Permit and/or an authorization letter under the First Nations Allocation System;
- Have purchased cigars and/or other tobacco (excluding cigarettes) from a wholesaler registered with the Ministry of Finance and paid an amount equal to the Ontario tobacco tax; and
- Have sold tax-exempt cigars and/or other tobacco to eligible First Nation individuals for their personal and exclusive use (i.e., consumption).

Application and Supporting Documentation Required

In addition to your completed application which includes the worksheet, submit all relevant purchase invoices that were receipted by your supplier as evidence of the payment of the amount on account of tax and the date of payment.

The invoices must show:

- Name and address of both the vendor and the purchaser
- Amount on account of tax charged
- Date of Sale
- Selling price
- Quantity of product sold
- Location where the title to the product changed from vendor to purchaser.

Provide and confirm the date of the invoice payment using copies of cancelled cheques and/or a statement of account. Do not include copies of invoices that were previously claimed with this application – unless you are claiming an adjustment for a previous claim.

Supporting Documentation to Retain at your location

Keep copies of the receipts for the sales you are claiming. The Ministry may request copies to validate your refund claim.

Records Retention and Time Limit

The Ministry must receive the application within four years from the date of your payment of the tax.

For audit purposes, keep all records, documents and receipts pertaining to your tax refund claim for seven years.

Instructions to Complete the Application for Refund

1. Complete the upper portion of the Application for Refund – Summary page

- Enter your **Legal Name, name of the First Nation Reserve** on which you are located, **Mailing Address** and **Tobacco Identification Number** (nine-digit identification number).
- Select the **Product Type**.
- Please complete a separate refund application for each Product Type.

2. Complete the Application for Refund – Schedule page

Complete the corresponding schedule calculation page. Your refund is based on the tax paid per cigar or gram of tobacco at the Ontario tax rate in effect at the time of purchase.

• Complete the Current Claim Calculation (A)

- Line 1 Enter the **total amount (\$) on account of tax paid on cigars or other tobacco purchased by applicant**, within the applicable period, for the purchase invoices and payment receipts attached to this application.
- Line 2 Enter the total number of cigars or the amount of other tobacco in grams purchased.
- Line 3 Enter the **total number of cigars or other tobacco in grams that have been sold tax exempt to First Nations individuals for their exclusive personal use** (i.e., consumption).
- Line 4 Enter the **total Ontario Tobacco amount (\$) on account of tax paid on cigars or other tobacco that have been sold tax exempt to eligible First Nation individuals for their exclusive use**. Details of the sale are provided on the worksheet. This amount must be included in **Line 1**. Carry forward this **Current Refund Claim Amount** to **Line C** of the **Application – Summary form**.

• Complete the Adjustment to Previous Claim Calculation (B)

Only use this section if you need to adjust a previous refund claim for which you have already received payment. Adjustments must be made within four years from the date of your payment of tax.

Examples of an adjustment to previous claim include:

- an invoice was not included or incorrectly stated on your previous claim; and
- the cigars or other tobacco from that purchase was sold tax exempt to First Nations Individuals for their exclusive use.

- Line 5 Enter the **total amount on account of tobacco tax paid on cigars or other tobacco products purchased by the applicant**, applicable to your previous refund claim, for which receipted invoices attached to this application. Include a separate worksheet that lists the claim adjustment invoices that were not included in your previous claim(s), record the number or grams purchased from each invoice and total all invoice volumes.
- Line 6 Enter the **total number of cigars or grams of other tobacco product purchased by the applicant**, applicable to your previous refund claim, and invoices attached to this application.
- Line 7 Enter the **total number of cigars or grams of other tobacco product sold tax exempt to an eligible First Nation individual** that were not submitted with your previous claim.
- Line 8 Enter the **total tax applicable for the number of cigars or other tobacco**. Carry forward this **Previous Refund Claim Adjustment Amount** to **Line D** of the **Application for Refund – Summary form**.

• Supporting Documentation (C)

If Application for Refund is submitted by email, you can attach supporting documentation electronically. Submissions sent in by mail will require paper copies of supporting documentation sent in with the application.

- Click "Add File" button then select the file to attach and select open.
- Repeat the action if you have additional supporting files to submit.
- To remove the attached file, check the "Selected File" of the line then click the "Delete File" button.

3. Complete the lower portion of the Application for Refund – Summary page

Enter the Summary information in Lines A to E. Applications that are filled out online will have claim amounts transferred to Lines C, D and E.

- The 'From' date of a claim period is the date of the earliest sales receipt or invoice being submitted.
- The 'To' date of a claim period is the date of the latest sales receipt or invoice being submitted.

4. Complete Application for Refund – Direct Deposit on Summary page

Have your refunds and rebates deposited directly into your bank account at a Canadian financial institution; or change the direct deposit information you have already given us. Enter your Branch, Institution and account number in the spaces provided and attach a **void cheque**.

5. Complete Application for Refund – Certification on Summary page

- Enter the **Name, Title, Telephone number and email address** for the authorized individual.
- If **mailing** the completed Application for refund:
 - Select the 'Print Blank Form' button on top of the Summary page to print the completed package.
 - Sign and date the Application for Refund and assemble the completed Application for Refund, Summary, Schedule and all supporting documentation.
 - Mail the complete package to the address as shown above. Retain a copy for your records.
- If **emailing** the completed Application for refund:
 - Sign the completed form electronically.
 - Add attachments of all supporting documentation (invoices, proof of payment).
 - Save the file and select the "Submit" button to send the request online.

Note: For each tax rate change, complete a separate Application for Refund.

Instructions to Complete the Application for Refund Worksheet

For every tax-exempt sale that is made to an eligible First Nation individuals, please complete the record of the sale on the work sheet. The completion of the worksheet is mandatory and is required when submitting your application for refund.

Column 1: Enter the Date the Sale was made.

Column 2: Enter the Full Name of the eligible First Nation individual.

Column 3: Enter the Certificate of Indian Status Number of the First Nation individual.

Column 4: Enter the Quantity sold tax exempt (number of cigars or grams of other tobacco).
Transfer the total to **Line 3** of the Application for Refund Schedule.

Column 5: Enter the **Item Code or UPC** as provided on the invoice from the wholesaler.

Column 6: Enter the cigar price per unit or gram per unit (other tobacco) at the time of purchase.

Column 7: Enter the tax rate per unit or gram paid.

Column 8: Enter the Calculation of the refundable amount (Multiply Column 4 by Column 6 by Column 7).
Transfer the total to **Line 4** of the Application for Refund Schedule.

Tax Rates

Tax period	Product	Ontario Tax rate
January 18, 2002 to present	Cigars	56.6% of the taxable price
March 29, 2018 to present	Other Tobacco*	0.18475/gram

*Other Tobacco includes coarse/fine cut, snuff and chewing tobacco