



9.7.3 Rebate Application for GST and HST (According to Province)

As a registered charity, a conference or council may apply for a partial refund of GST and HST paid on eligible purchases. Conferences or councils with the same business number as the National Council of Canada (132410671RR ----) must complete this form and send it to the National Office so that they can submit the GST10 form and submit it to the CRA.

Step 1: Obtain a RepID

To access the conference or council's CRA account online, the representative needs to obtain a RepID. To obtain a RepID, the representative registers online here: <https://www.canada.ca/en/revenue-agency/services/e-services/represent-a-client.html>

Additional information (step by step) from National Council: <https://ssvp.ca/wp-content/uploads/2024/02/Rep-client-Instructions-FR-2024.pdf>

Step 2: Enter the information in the form below and send it to the National Office to obtain a RT account number.

Conference or council Name and City: _____

Charity Number: 132410671RR _____

President name: _____

Representative name and position: _____

RepID: _____

Email address: _____ Telephone number: _____

Conference Mailing address

Address: _____ City: _____

Province: _____ Postal code: _____

Conference Physical location

Address: _____ City: _____

Province: _____ Postal code: _____

Effective date of application: _____

President signature

Date

Representative signature

Date

For more information, please download the GST / HST Charities Information Booklet ([RC4082](#)) and the GST / HST General Guidelines for Charities ([GI-067](#)) on the CRA website.

The rebate contains elements of a federal and provincial nature. The federal portion of the rebate is 50% of the GST paid. There is also a refund of a portion of the HST paid for public service bodies in some provinces, as follows:

- 35% in Prince Edward Island.
- 50% in New Brunswick, Newfoundland & Labrador and Nova Scotia
- 82% in Ontario
- Quebec: See the government rebate of the QST for an organization.

Please send this application to the National Council of Canada Office: national@ssvp.ca