

REVENU
QUÉBEC



Canada Revenue
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REBATE OF TAXES AND DUTIES

FOR FOREIGN REPRESENTATIVES, DIPLOMATIC MISSIONS,
CONSULAR POSTS, OFFICES OF A POLITICAL DIVISION OF
A FOREIGN STATE AND INTERNATIONAL ORGANIZATIONS

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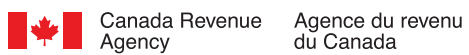
**AS A FOREIGN REPRESENTATIVE,
YOU MAY BE ELIGIBLE FOR TAX
REBATES ON GOODS AND SERVICES
PURCHASED OR OBTAINED IN QUÉBEC.**

This guide contains information on the various tax rebates to which you may be entitled.

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INTRODUCTION

The goods and services tax (GST) and the Québec sales tax (QST) are collected on the sale¹ of most goods² and services. Most transactions conducted in Canada are subject to the GST, which is calculated at a rate of 5% on the purchase price. In the case of transactions conducted in Québec, the QST also applies at a rate of 9.975% on the purchase price, in addition to, in certain cases, other taxes, such as the specific tax on alcoholic beverages, the fuel tax and the specific duty on new tires.

The sale of certain goods, such as basic groceries and some prescription drugs, are zero-rated (that is, they are taxable at a tax rate of 0%). In addition, a limited number of goods and services, such as health services and the rental of a dwelling, are tax-exempt and are therefore not subject to the GST and QST.

In general, persons who make taxable sales of goods or services are required to collect applicable taxes and duties. They must therefore collect them when taxable sales are made to diplomatic missions, consular posts, offices of a political division of a foreign state or international organizations. The same also applies to taxable sales made to foreign representatives who hold positions within such entities.

Note that even if a foreign representative holds an identity card issued by Global Affairs Canada (GAC) as proof of their status, they are still required to pay applicable taxes and duties on all purchases and transactions made in Canada at a point of sale. However, they may be entitled to a tax rebate on these amounts if they submit the required supporting documents.

The Québec and federal governments have agreed to harmonize the rules and procedures applicable to the GST and QST rebate for diplomatic missions, consular posts and certain international organizations. Revenu Québec administers the rebate in its territory.

NOTE

Rebates of the harmonized sales tax (HST), which applies in New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario and Prince Edward Island, work the same way as GST rebates.

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1. In this document, we use the term “sale” rather than “supply” since goods and services are most often supplied by way of sale.
 2. In this document, we use the term “goods” to mean both “goods” under the GST system and “property” under the QST system.



ENTITIES AND FOREIGN REPRESENTATIVES ENTITLED TO A REBATE

GST and HST rebates

The following entities are generally entitled to a rebate of the GST and HST paid on goods and services purchased in Canada for official purposes:

- diplomatic missions
- consular posts
- international organizations

For example, a rebate can be claimed on the GST paid on real property (an immovable) acquired for official purposes.

In addition, the following foreign representatives are generally entitled to a rebate of the GST and HST paid on goods and services acquired for personal purposes:

- diplomatic agents and their spouses
- members of the administrative or technical staff of a diplomatic mission and their spouses
- consular officers and their spouses
- consular employees and their spouses
- designated representatives of an international organization and their spouses

Rebate of taxes and duties prescribed by Québec legislation

The following entities are entitled to a rebate of the taxes and duties prescribed by Québec legislation that were paid on goods and services purchased in Québec for official purposes:

- diplomatic missions
- consular posts
- offices of a political division of a foreign state
- international governmental organizations
- prescribed non-governmental international organizations

As such, these entities may obtain a rebate of the GST paid on real property (an immovable) purchased for official purposes.



In addition, the following foreign representatives are entitled to a rebate of the taxes and duties prescribed under Québec legislation:

- diplomatic agents
- members of the administrative or technical staff of a diplomatic mission
- consular officers (other than an honorary consular officer)
- consular employees
- designated representatives of an international governmental organization
- members of an office of a political division of a foreign state
- employees of a prescribed non-governmental international organization

Specific details

Normally, rebates may also be granted to the spouse of a foreign representative and any family members living with him or her.

However, the GST/HST rebate will be granted to a foreign representative, his or her spouse and other family members only if they are not engaged in commercial activities in Canada.

Moreover, a rebate of the taxes and duties prescribed by Québec legislation will be granted to a foreign representative, his or her spouse and other family members only if they meet certain conditions, including the following:

- They are not performing the duties of an office or employment in Québec.
- They are not engaged in professional or commercial activities in Québec.

Exceptions

We cannot grant rebates to foreign representatives (based on their status) of the GST, HST or QST they paid on real property (an immovable) purchased for personal purposes (such as a private residence). However, we can grant a partial rebate of the GST, HST or QST paid for new housing if all requirements are met. For more information, see document IN-205-V, *QST and GST/HST Rebates: New or Substantially Renovated Housing, New or Substantially Renovated Residential Rental Property*.

In addition, Canadian citizens or permanent residents who perform duties for any of the previously mentioned entities may not apply for a rebate of the taxes and duties paid on goods and services acquired for personal purposes. The same holds true for Canadian citizens posted abroad who return to Canada for a visit.



REFUNDABLE TAXES AND DUTIES

Barring a few exceptions, rebates can be claimed on the following taxes:

- the GST and HST
- the QST
- the fuel tax
- the specific tax on alcoholic beverages
- the tax on lodging
- the tax on insurance premiums
- the municipal tax for 9-1-1 service
- the tobacco tax
- the specific duty on new tires

NOTE

With the exception of the GST and HST, we grant rebates only on the taxes and duties prescribed by Québec legislation.

Specific details concerning tobacco products

Members of a diplomatic mission, consular post or office of a political division of a foreign state who hold positions with or are designated representatives of an international governmental organization may purchase tobacco products without paying the tobacco tax. The same holds true for their spouses and, in certain cases, other family members, if they meet certain requirements. However, the tobacco products must be purchased from one of the following distributors:

Phoenicia Diplomatiques
1692, avenue Letourneux
Montréal (Québec) H1V 2M7
Telephone: 514 256-2227

Belser Holdings
4050 Sladeview Crescent
Mississauga, Ontario L5L 5Y5
Telephone: 905 569-1277

NOTE

Employees of prescribed non-governmental international organizations, as well as their spouses, can claim a rebate on the tobacco tax paid on tobacco products regardless of where in Québec they were purchased.



Specific details concerning alcoholic beverages

Members of a diplomatic mission, consular post or office of a political division of a foreign state who hold positions with or are designated representatives of an international governmental organization may purchase alcoholic beverages from the Société des alcools du Québec (SAQ) without paying the QST or the specific tax on alcoholic beverages. The same holds true for their spouses and, in certain cases, other family members, if they meet certain requirements. However, the alcoholic beverages must be purchased from the following outlet:

Centre de distribution spécialisé de Montréal

1947, rue des Futailles

Montréal (Québec) H1N 3P1

Telephone: 514 254-6000 (extension 5899)

Fax: 514 873-4104

ventesenfranchise@saq.qc.ca

For the purposes of purchasing alcoholic beverages, the Direction de la correspondance officielle, des privilèges et des immunités (le Protocole), which is part of the Ministère de Relations internationales et de la Francophonie du Québec, sends an order form to the authorized representatives of the diplomatic mission, consular post, office of a political division of a foreign state or international governmental organization. This form must be signed by one of these authorized representatives, as well as by the buyer, and bear the official seal of the diplomatic mission, consular post, office of a political division of a foreign state or international governmental organization, and be given to the manager of the above-mentioned outlet at the time of purchase.

If a buyer purchases alcoholic beverages elsewhere in Quebec, he or she must pay the applicable taxes, but can claim a rebate on the taxes paid.

NOTE

Only non-Canadian employees of prescribed non-governmental international organizations and their spouses are entitled to a rebate of the taxes paid on alcoholic beverages, regardless of where in Québec they were purchased.

FILING DUE DATE – REBATE APPLICATIONS

You must file your rebate application within the two years following the date on which you paid the taxes and duties. You can file only one rebate application per calendar month, but it can cover several calendar months.

In the case of instalment purchases,³ you can file your applications for a GST, HST and QST rebate each time you pay taxes on the goods (proof of payment must be shown on the mandatory supporting documents).

3. An instalment purchase is a purchase following which possession of the good is transferred to the acquirer, but the transfer of ownership is delayed until the goods are paid for in full.



MANDATORY SUPPORTING DOCUMENTS

Entitlement to the rebate

To be entitled to a GST/HST rebate, foreign representatives, diplomatic missions, consular posts and international organizations must be covered by the *Foreign Missions and International Organizations Act* and its regulations, or by bilateral agreements or other arrangements Canada has entered into with other countries, based on reciprocity. However, to be entitled to GST or HST rebates, the foreign representative's name must be on the updated list of eligible foreign representatives and officials (and their spouses) kept by GAC.

Rebate eligibility is determined by GAC and any questions concerning entitlement to relief of GST or HST must be submitted to the Office of Protocol at GAC.

Diplomatic missions, consular posts, offices of a political division of a foreign state and international organizations must have obtained approval from the Ministère des Relations internationales et de la Francophonie du Québec before claiming a rebate of the taxes and duties prescribed by Québec legislation.

Rebates of taxes and duties are granted for purchases made during the period in which the foreign representative was in office.

Rebate application

We will assign an identification number to you the first time we process an application for a rebate of the QST or other taxes and duties prescribed by Québec legislation. This identification number must be given on all subsequent applications.

When filing your application, you must enclose invoices and supporting documents for all purchases made, on which the following information is provided (note that photocopies will not be returned to you):

- the date of the invoice;
- the supplier's name;
- a description of the goods and services on which taxes and duties were paid;
- the amount of the taxes and duties paid if they are listed separately on the invoice, or a note stating that taxes and duties are included in the price;
- the purchaser's name, if the value of the goods and the services acquired exceeds \$500 (before taxes and duties).

You must keep adequate records, including original invoices, on file for six years after the end of the year to which they pertain.

Rebates are generally issued within 8 to 10 weeks.

NOTE

At the time of processing, we may ask you to provide additional documents, such as proof of payment of taxes or duties.



FORMS TO FILE

To apply for a rebate, complete form FP-2498-V, *Application for a Rebate of Taxes and Duties for a Foreign Representative, Diplomatic Mission, Consular Post, Office of a Political Division of a Foreign State, International Organization or Visiting Forces Unit*.

If the application concerns a rebate of the specific tax on alcoholic beverages or the tobacco tax, you must also complete form LM-2498.A-V, *Calculation of the Rebate of the Specific Tax on Alcoholic Beverages and the Tobacco Tax (for a foreign representative, diplomatic mission, consular post, office of a political division of a foreign state or international organization)*, and enclose it with form FP-2498-V.

NOTE

If a foreign representative's spouse holds his or her own identity card issued by GAC, he or she must file a separate rebate application.

Read these forms carefully as they contain tables that can be used to calculate the amount of taxes and duties paid. Note that the GST, HST, QST and certain other taxes and duties are usually shown separately on invoices. However, keep in mind that you can claim rebates of certain other taxes included in the purchase price (such as the fuel tax) or that may be included in the purchase price (such as the specific tax on alcoholic beverages and the municipal tax for 9-1-1 service).

To facilitate the processing of your rebate application, please arrange your invoices in chronological order and enter the required information in the same order on form FP-2498-V. If you prepare your own table, please use the format provided in form FP-2498-V as a guide.

Send your rebate application to the following address:

Revenu Québec
3800, rue de Marly
Québec (Québec) G1X 4A5

If your mailing address is in Canada but outside Québec, use form GST498, *GST/HST Rebate Application for Foreign Representatives, Diplomatic Missions, Consular Posts, International Organizations, or Visiting Forces Units*, to apply for a GST/HST rebate instead. This form is available at canada.ca/taxes.

This publication was prepared by Revenu Québec in collaboration with the Direction de la correspondance officielle, des privilèges et des immunités (le Protocole), which is part of the Ministère des Relations internationales et de la Francophonie du Québec.



TO CONTACT US

Online

revenuquebec.ca



By telephone

Individuals and individuals in business

Monday to Friday: 8:30 a.m. to 4:30 p.m.

Québec City

418 659-6299

Montréal

514 864-6299

Elsewhere

1 800 267-6299 (toll-free)

Businesses, employers and agents for consumption taxes

Monday, Tuesday, Thursday and Friday: 8:30 a.m. to 4:30 p.m.

Wednesday: 10:00 a.m. to 4:30 p.m.

Québec City

418 659-4692

Montréal

514 873-4692

Elsewhere

1 800 567-4692 (toll-free)

Complaints – Bureau de la protection des droits de la clientèle

Monday to Friday: 8:30 a.m. to noon and 1:00 p.m. to 4:30 p.m.

Québec City

418 652-6159

Elsewhere

1 800 827-6159 (toll-free)

Individuals with a hearing impairment

Montréal

514 873-4455

Elsewhere

1 800 361-3795 (toll-free)

By mail

Individuals and individuals in business

Montréal, Laval, Laurentides, Lanaudière and Montérégie

Direction principale des relations
avec la clientèle des particuliers

Revenu Québec

C. P. 3000, succursale Place-Desjardins

Montréal (Québec) H5B 1A4

Québec City and other regions

Direction principale des relations
avec la clientèle des particuliers

Revenu Québec

3800, rue de Marly

Québec (Québec) G1X 4A5

Businesses, employers and agents for consumption taxes

Montréal, Laval, Laurentides, Lanaudière, Montérégie, Estrie and Outaouais

Direction principale des relations
avec la clientèle des entreprises

Revenu Québec

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Québec City and other regions

Direction principale des relations
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Revenu Québec

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Québec (Québec) G1X 4A5

Complaints – Bureau de la protection des droits de la clientèle

Revenu Québec

3800, rue de Marly, secteur 3-4-5

Québec (Québec) G1X 4A5

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Cette publication est également disponible en français et s'intitule *Remboursement de taxes et de droits pour les représentants étrangers, les missions diplomatiques, les postes consulaires, les bureaux d'une division politique d'un état étranger et les organisations internationales* (IN-249).

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