



Ministry of Finance
Retail Sales Tax Branch
Centralized Programs
PO Box 623, 33 King Street West
Oshawa ON L1H 8H7

Application for Refund of Ontario Retail Sales Tax for the Used Vehicle Information Program

Name of Claimant (must be same as "New Owner" on Declaration/Receipt Motor Vehicle Transfer Form)

Mailing Address (PO Box, R.R. or Apt. No., Number and Street)

City, Town or Village

Province and Country

Postal Code

Telephone Number(s) where you can be reached.

Business:

Is this your first claim for a refund under this program? Yes No

Ontario Vendor Permit Number (if applicable)

Amount of this refund claim
\$

Vehicle Description

Year

Make

Model

Vehicle Identification Number

Your reason for requesting refund:

Instructions for Refund of Retail Sales Tax

The completed form, with supporting documentation, should be forwarded to Retail Sales Tax, Centralized Programs, PO Box 623, 33 King St West, Oshawa ON L1H 8H7. All enquiries regarding completion of this application form, supporting documentation or eligibility should be directed to the Centralized Programs at 1-800-265-2587. FAX 905-433-5189.

In order to assist us in processing your claim, this application must be accompanied by the following:

- For an application of a motor vehicle having reduced value due to severe damage or excessive wear:
 - copy of the bill of sale for the vehicle;
 - a Motor Vehicle Appraisal Record completed within 60 days of the date of purchase by an authorized motor vehicle dealer/vendor or an independent appraiser authorized under this program.
 - copy of the Declaration/Receipt Motor Vehicle Transfer Form.
- For an application of tax paid when exemption is applicable and the required documentation was not provided to the Driver and Vehicle Licence Issuing Office:
 - copy of the Declaration/Receipt Motor Vehicle Transfer Form; and
 - a fully completed Sworn Statement or an Affidavit, if applicable, to show entitlement to exemption or contact the Centralized Programs for other required supporting documentation.
- For Corporation/Shareholder Transfers:
 - copy of Declaration/Receipt Motor Vehicle Transfer Form
 - copy of bill of sale, invoice or receipt showing that Ontario Retail Sales Tax was paid by the previous owner.

AND

A A letter from your lawyer or accountant indicating:

- he/she has personal knowledge of the current total issued and outstanding share capital of the corporation; and
- the number and stated dollar value of all issued and outstanding shares of each class and who owns them, and the relationship of the shareholders.

OR

B Current copy of the corporation's balance sheet and a copy of the share register, and confirmation of the relationship of the shareholders.

Note: There is no exemption from paying Ontario Retail Sales Tax when the shareholder and members of his/her family own less than 95% of the total stated dollar value of all issued and outstanding share capital of the corporation. The shareholder may however apply to the Branch for a refund of the tax paid in proportion to his/her ownership of the share capital of the corporation. A refund application should include proof that Ontario Retail Sales Tax was paid on the most recent transfer and the documentation described above, and be sent to the address above.

I certify that all the facts stated on this application are correct to the best of my knowledge.

Print Name of Claimant

Signature

Date

Every person who makes a false or deceptive statement herein is guilty of an offence and is liable on conviction to a fine, or terms of imprisonment, or both.

Personal Information is collected on this form under authority of the Ontario Retail Sales Tax Act, R.S.O. 1990, c. R.31, (as amended) and will be used to determine eligibility for amount of sales tax refund. Questions about this collection should be directed to: Retail Sales Tax Branch, Manager, Centralized Programs, 33 King Street West, PO Box 623, Oshawa ON L1H 8H7, 1-800-265-2587.