GST/HST Info Sheet

GI-186 March 2016

Public Service Bodies' Rebate for Qualifying Non-profit Organizations Resident in One or More Non-participating Provinces

This info sheet will help you calculate your public service bodies' rebate (PSB rebate) if you are a qualifying non-profit organization (qualifying NPO) that is:

- resident in one or more non-participating provinces;
- not resident in a participating province; and
- not a selected public service body (selected PSB).

This info sheet is for qualifying NPOs that use the "regular method" of calculating the PSB rebate. If a qualifying NPO uses the "simplified method" to calculate its PSB rebate, it should follow the instructions set out in Guide RC4034, *GST/HST Public Service Bodies' Rebate*.

General

A qualifying NPO may be able to recover a percentage of the GST and the federal part of the HST paid or payable[1] on its eligible purchases and expenses by claiming a PSB rebate. In addition, a qualifying NPO resident in a participating province may also be able to claim a PSB rebate to recover a percentage of the provincial part of the HST paid or payable on its eligible purchases and expenses.

A qualifying NPO resident only in a non-participating province is not entitled to a PSB rebate of the provincial part of the HST.

The PSB rebate is calculated based on your non-creditable tax charged in a given claim period. Your non-creditable tax charged is generally the GST/HST paid or payable on eligible purchases and expenses that cannot be recovered in any way (for example, input tax credits [ITCs], refunds, rebates) other than by claiming a PSB rebate. For more information on how to calculate your non-creditable tax charged, refer to Guide RC4034, *GST/HST Public Service Bodies' Rebate*. More detailed information on the non-creditable tax charged will be available in upcoming GST/HST Memorandum 13.5, *Non-creditable Tax Charged*.

To file your first PSB rebate application, use Form GST66, *Application for GST/HST Public Service Bodies' Rebate and GST Self-Government Refund*. After we process your first rebate application, we will send you Form GST284, which is a personalized version of Form GST66 for your subsequent rebate application.

Definitions such as "public institution", "non-creditable tax charged", and "claim period" that apply for GST purposes also apply under the HST and are found in Guide RC4034.

"Participating province" means a province that has harmonized its provincial sales tax with the GST to implement the HST. Participating provinces include New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, and Prince Edward Island, but do not include the Nova Scotia offshore area or the Newfoundland offshore area except to the extent that offshore activities are carried on in that area.

How to use this info sheet

This info sheet sets out seven steps to work through to help you calculate your PSB rebate:

- The first three steps will help you determine whether this info sheet can be used in your situation to calculate your PSB rebate.

[1] Throughout this info sheet, GST/HST "paid or payable" means GST/HST that became payable by the PSB during the claim period or that was paid by the PSB during the claim period without having become payable.

La version française de la présente publication est intitulée *Remboursement pour les organismes de services publics – Organismes à but non lucratif admissibles résidant dans une ou plusieurs provinces non participantes*.

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- Steps 4 to 7 break down how to calculate the PSB rebate of the GST and the federal part of the HST, which is entered on line 306 of Form GST66[2].

How to determine if this info sheet applies to your qualifying NPO

Step 1 – Determine if you are a non-profit organization that is not a selected PSB

To use this info sheet, you must be a qualifying NPO that is **not** a selected PSB.

A "non-profit organization" (NPO) means a person (other than an individual, estate, trust, charity, public institution, municipality or government) that meets the following conditions:

- it is organized and operated solely for non-profit purposes; and
- it does not distribute or make available any of its income for the personal benefit of any proprietor, member or shareholder, unless the proprietor, member or shareholder is a club, a society or an association that has, as its primary purpose and function, the promotion of amateur athletics in Canada.

You may also refer to GST/HST Policy Statement P-215, *Determination of Whether an Entity Is a "Non-Profit Organization" for Purpose of the Excise Tax Act*.

A "selected PSB" is a school authority, a university or a public college that is established and operated other than for profit, a hospital authority, a municipality, a facility operator or an external supplier. If you are any of these bodies, you are a selected PSB and cannot use this info sheet to calculate your PSB rebate.

If you are an NPO that is **not** a selected PSB, go to Step 2.

Step 2 – Determine if you are a qualifying NPO

To be considered a qualifying NPO at any time in a fiscal year, you must be an NPO and your percentage of government funding for the fiscal year must be at least 40% of your total revenue. To find out how to calculate the percentage of government funding, refer to Guide RC4034, *GST/HST Public Service Bodies' Rebate*.

If you are a qualifying NPO that is **not** a selected PSB, go to Step 3.

Step 3 – Determine if you are resident in one or more non-participating provinces

You must know in which province(s) you are resident for purposes of the PSB rebate. This info sheet applies to qualifying NPOs that are resident in one or more non-participating provinces and not in any participating provinces.

To determine in which province(s) you are resident, refer to GST/HST Info Sheet GI-121, *Determining Whether a Public Service Body is Resident in a Province for Purposes of the Public Service Bodies' Rebate*.

How to calculate your PSB rebate amount for line 306 on Form GST66

Step 4 – Determine which steps apply to you

After establishing that this info sheet applies to you, you must determine the steps that apply to calculate your PSB rebate. This determination is based on the tax you paid, as follows:

- If you only paid the GST, Steps 5 and 7 apply (skip Step 6).
- If you only paid the HST, Step 6 and 7 apply (skip Step 5).
- If you paid both the GST and the HST, Steps 5 to 7 apply.

Step 5 – Calculate your non-creditable GST charged

To calculate your non-creditable GST charged in a particular claim period, do the following:

- list all the eligible purchases and expenses on which you paid the GST (5%) and determine the amount of the GST paid or payable on each eligible purchase or expense;

[2] In this info sheet, all references to Form GST66 also mean personalized Form GST284.

- if you received a provincial point-of-sale rebate of the provincial part of the HST payable on eligible purchases and expenses that are qualifying items[3] (for example, printed books), you must also list such eligible purchases and expenses in this step and determine the amount of the federal part of the HST paid or payable on each qualifying item;
- from the amount of the GST paid or payable on each eligible purchase or expense, or, if applicable, the federal part of the HST paid or payable on the qualifying items, subtract any ITC, other rebate, refund, or remission that you received or are entitled to receive for any of that amount. The result is the non-creditable GST charged for each purchase or expense; and
- add all the amounts of the non-creditable GST charged for the particular claim period. The total non-creditable GST charged will be used in Step 7 to calculate the PSB rebate of the GST and/or the federal part of the HST.

Step 6 – *Calculate your federal non-creditable HST charged*

To calculate your federal non-creditable HST charged in a particular claim period, do the following:

- list all the eligible purchases and expenses on which you paid the HST at the rate of 12%, determine the amount of HST paid or payable on each eligible purchase or expense, and multiply this amount by the fraction 5/12;
- list all the eligible purchases and expenses on which you paid the HST at the rate of 13%, determine the amount of HST paid or payable on each eligible purchase or expense, and multiply this amount by the fraction 5/13;
- list all the eligible purchases and expenses on which you paid the HST at the rate of 14%, determine the amount of HST paid or payable on each eligible purchase or expense, and multiply this amount by the fraction 5/14;
- list all the eligible purchases and expenses on which you paid the HST at the rate of 15%, determine the amount of HST paid or payable on each eligible purchase or expense, and multiply this amount by the fraction 5/15;

> If you received a provincial point-of-sale rebate of the provincial part of the HST payable on qualifying items (for example, printed books), do **not** list these purchases or expenses in this step; list them in Step 5.

The result of each of the above calculations is the federal part of the HST paid or payable on each eligible purchase or expense.

- From the amount of the federal part of the HST paid or payable on each eligible purchase or expense, subtract any ITC, other rebate, refund, or remission that you received or are entitled to receive for any of that amount. The result is the federal non-creditable HST charged for each purchase or expense; and
- add all the amounts of the federal non-creditable HST charged for the particular claim period. The total federal non-creditable HST charged will be used in Step 7 to calculate the PSB rebate of the GST and/or the federal part of the HST.

Step 7 – *Calculate your PSB rebate of the GST and/or the federal part of the HST*

To calculate your PSB rebate of the GST and/or the federal part of the HST, do the following:

- add the total non-creditable GST charged that was calculated in Step 5 and the total federal non-creditable HST charged that was calculated in Step 6;
- multiply the total by 50% (the federal PSB rebate factor for qualifying NPOs); and
- enter the result on line 306 of Form GST66, under the header "Federal".

For a full explanation of how to complete the rest of Form GST66, *Application for GST/HST Public Service Bodies' Rebate and GST Self-Government Refund*, refer to Guide RC4034, *GST/HST Public Service Bodies' Rebate*.

Only a qualifying NPO resident in a participating province is eligible for a PSB rebate of the provincial part of the HST. However, a qualifying NPO resident in any province may be eligible for other rebates of the provincial part of the HST for property or services removed from a participating province, using

[3] "Qualifying items" are specific products on which participating provinces give a rebate of the provincial part of the HST at the point of sale. For more information on point-of-sale rebates, refer to reason code 16 "Provincial point-of-sale rebate on qualifying items" in Guide RC4033, *General Application for GST/HST Rebate.*

Form GST189, *General Application for Rebate of GST/HST* or Form GST495, *Rebate Application for Provincial Part of Harmonized Sales Tax (HST)*. For more information, refer to Guide RC4033, *General Application for GST/HST Rebates.*

For examples of PSB rebate calculations for a qualifying NPO that is resident in one or more non-participating provinces, see the appendix at the end of this document.

Further information

All GST/HST technical publications are available on the CRA website at www.cra.gc.ca/gsthsttech.

To make a GST/HST enquiry by telephone:

- for general GST/HST enquiries, call Business Enquiries at 1-800-959-5525
- for technical GST/HST enquiries, call GST/HST Rulings at 1-800-959-8287

If you are located in Quebec, call Revenu Québec at 1-800-567-4692 or visit their website at www.revenuquebec.ca.

If you are a selected listed financial institution (whether or not you are located in Quebec) and require information on the GST/HST or the QST, go to www.cra.gc.ca/slfi or

- for general GST/HST or QST enquiries, call Business Enquiries at 1-800-959-5525
- for technical GST/HST or QST enquiries, call GST/HST Rulings SLFI at 1-855-666-5166

Any legislative references in this publication are to the *Excise Tax Act* (the Act) unless otherwise specified. The information in this publication does not replace the law found in the Act and its regulations.

If this information does not completely address your particular situation, you may wish to refer to the Act or relevant regulation, or call GST/HST Rulings at 1-800-959-8287 for additional information. If you require certainty with respect to any particular GST/HST matter, you may request a ruling. GST/HST Memorandum 1.4, *Excise and GST/HST Rulings and Interpretations Service*, explains how to obtain a ruling or an interpretation and lists the GST/HST rulings centres.

GST/HST Rates

Reference in this publication is made to supplies that are subject to the GST or the HST. The HST applies in participating provinces at the following rates: 13% in Ontario, New Brunswick and Newfoundland and Labrador, 14% in Prince Edward Island and 15% in Nova Scotia. The GST applies in the rest of Canada at the rate of 5%. If you are uncertain as to whether a supply is made in a participating province, see GST/HST Technical Information Bulletin B-103, *Harmonized Sales Tax – Place of Supply Rules for Determining Whether a Supply is Made in a Province*.

APPENDIX – Examples of PSB rebate calculations for a qualifying NPO

Example 1

A qualifying NPO that is not a selected PSB has one office in Edmonton and is therefore resident in the non-participating province of Alberta. It has determined that it is not resident in any other province. During a claim period, it had eligible purchases and expenses.

The following table contains detailed information on these purchases and expenses that the qualifying NPO will use to calculate its PSB rebate, including the province in which the supply is made, the amount paid, and the tax paid.

Eligible purchases and expenses

Eligible purchases or expenses	Province in which the supply is made	Amount paid	Tax paid
Rent	Alberta	$20,000	$1,000 (5% GST)
Hotel	British Columbia	$1,500	$75 (5% GST)
Hotel	Ontario	$5,000	$650 (13% HST)

The qualifying NPO was not eligible to claim any ITCs or any other rebate, refund, or remission of the GST/HST.

The qualifying NPO will be claiming a rebate of the GST and the federal part of the HST. Therefore, it will use Step 5 to calculate its non-creditable GST charged and Step 6 to calculate its federal non-creditable HST charged. The PSB rebate of the GST and the federal part of the HST will be calculated in Step 7.

STEP 5 – CALCULATE YOUR NON-CREDITABLE GST CHARGED

The following table shows how the qualifying NPO calculated its non-creditable GST charged using the calculation described in Step 5.

Non-creditable GST charged

Eligible purchases or expenses	GST paid	Subtract ITCs, other rebates, refunds, or remissions	Non-creditable GST charged
Rent	$1,000	− $0	$1,000
Hotel	$75	− $0	$75

The total non-creditable GST charged is $1,075 ($1,000 + $75), which is the total of all amounts entered in the last column.

STEP 6 – CALCULATE YOUR FEDERAL NON-CREDITABLE HST CHARGED

The following table shows how the qualifying NPO calculated its federal non-creditable HST charged using the calculation described in Step 6.

Federal non-creditable HST charged

Eligible purchases or expenses	HST Rate	Multiply HST paid by appropriate fraction	Federal part of HST	Subtract ITCs, other rebates, refunds, or remissions	Federal non-creditable HST charged
Hotel	13%	$650 × 5/13	$250	− $0	$250

The total federal non-creditable HST charged is $250, which is the total of all amounts entered in the last column.

STEP 7 – CALCULATE YOUR PSB REBATE OF THE GST AND/OR THE FEDERAL PART OF THE HST

The qualifying NPO calculates the PSB rebate of the GST and the federal part of the HST by adding the total non-creditable GST charged (from Step 5) and the total federal non-creditable HST charged (from Step 6), and then multiplying the result by the federal PSB rebate factor for qualifying NPOs (50%), as follows:

($1,075 + $250) × 50% = $662.50

The total federal amount to be entered on line 306 of Form GST66 is $662.50.

Example 2

A qualifying NPO that is not a selected PSB is resident in Manitoba. It is not resident in any other province. During a claim period, it had eligible purchases and expenses.

The following table contains detailed information on these purchases and expenses that the qualifying NPO will use to calculate its PSB rebate, including the province in which the supply is made, the amount paid, and the tax paid.

Eligible purchases and expenses

Eligible purchases or expenses	Province in which the supply is made	Amount paid	Tax paid
Office supplies	Manitoba	$10,000	$500 (5% GST)
Hotel	Alberta	$3,000	$150 (5% GST)
Rental car	Alberta	$800	$40 (5% GST)
Hotel	Ontario	$1,000	$130 (13% HST)

The qualifying NPO was eligible to claim an ITC of $100 for the GST paid on the purchase of the office supplies, which were used partially in its commercial activities.

The qualifying NPO will be claiming a rebate of the GST and the federal part of the HST. Therefore, it will use Step 5 to calculate its non-creditable GST charged and Step 6 to calculate its federal non-creditable HST charged. The PSB rebate of the GST and the federal part of the HST will be calculated in Step 7.

STEP 5 – CALCULATE YOUR NON-CREDITABLE GST CHARGED

The following table shows how the qualifying NPO calculated its non-creditable GST charged using the calculation described in Step 5.

Non-creditable GST charged

Eligible purchases or expenses	GST paid	Subtract ITCs, other rebates, refunds, or remissions	Non-creditable GST charged
Office supplies	$500	− $100	$400
Hotel	$150	− $0	$150
Rental car	$40	− $0	$40

The total non-creditable GST charged is $590 ($400 + $150 + $40), which is the total of all amounts entered in the last column.

STEP 6 – CALCULATE YOUR FEDERAL NON-CREDITABLE HST CHARGED

The following table shows how the qualifying NPO calculated its federal non-creditable HST charged using the calculation described in Step 6.

Federal non-creditable HST charged

Eligible purchases or expenses	HST Rate	Multiply HST paid by appropriate fraction	Federal part of HST	Subtract ITCs, other rebates, refunds, or remissions	Federal non-creditable HST charged
Hotel	13%	$130 × 5/13	$50	− $0	$50

The total federal non-creditable HST charged is $50, which is the total of all amounts entered in the last column.

STEP 7 – CALCULATE YOUR PSB REBATE OF THE GST AND/OR THE FEDERAL PART OF THE HST

The qualifying NPO calculates the PSB rebate of the GST and the federal part of the HST by adding the total non-creditable GST charged (from Step 5) and the total federal non-creditable HST charged (from Step 6), and then multiplying the result by the federal PSB rebate factor for qualifying NPOs (50%), as follows:

($590 + $50) × 50% = $320

The total federal amount to be entered on line 306 of Form GST66 is $320.