

Guide

for Completing the Application for Refund Summary and Schedule 14 TES - Tax Exempt Sales to Visiting Armed Forces

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The information in this guide will help you complete the [Tax Exempt Sales to Visiting Armed Forces Aviation Fuel Schedule 14 - TES \[PDF - 252 KB\]](#). The guide also provides information about supporting documents, records retention, time limit for applying for a refund, direct bank deposit, and will help you to determine whether you are eligible to claim a refund. The information in this guide is provided as a guideline only and does not replace the law found in the *Gasoline Tax Act* and related regulations.

Who May Use This Form?

The refund is available to suppliers of aviation fuel or the Canadian Armed Forces who sell to visiting armed forces of a country other than Canada.

The aviation fuel represents tax exempt sales to members of the armed forces of a country other than Canada, for use exclusively in aircraft of a visiting force as defined in the *Visiting Forces Act* (Canada).

Supporting Documents

Include with your application, all relevant purchase invoices, receipted by your supplier, as evidence of the payment of the tax and the date of payment.

The invoices must show:

- the name and address of the vendor and of the purchaser
- the selling price per litre
- the amount of tax charged
- the quantity of product sold
- the date of the sale
- the location where title to the product changed from the vendor to the purchaser

The date of invoice payment should be provided and confirmed with copies of cancelled cheques and/or a statement of account.

Copies of invoices previously claimed must not be included in support of this application unless you are claiming an adjustment for a previous claim.

Submit sales invoices showing tax exempt sales to visiting armed forces.

Claims under \$500

If your annual claim total is less than \$500, you are not required to send the supporting documentation to the Ministry of Finance (ministry) with your refund application. However, you must retain the supporting documentation noted in the above section, for a period of seven years and provide the information to the ministry upon request.

Change of Information (Preprinted Application Only)

When completing a preprinted form please make any required corrections by hand on the refund application before submitting.

Tax Rates

The Ontario tax rates are found on the tax rate table provided on the Application for Refund Tax Exempt Sales (TES).

When completing the Application for Refund online the Ontario tax rates are automatically provided on the schedules.

When completing the Application for Refund manually, use the tax rates found on the tax rate table provided.

Identification Number

Provide your federal business number or your MFTT reference number as your Identification No. on the Application.

When communicating with the ministry, include your identification number on all correspondence and forms.

Direct Bank Deposit

For your refund to be deposited directly into your bank account, please provide a cheque marked VOID, showing your name and address and attach it to your refund application or mail it to the Ministry of Finance with a letter requesting direct deposit. Remember to quote your Identification Number (Business Number or MFTT Reference Number) on your letter.

If you want to cancel direct deposit, please send a letter to the Ministry of Finance requesting a cancellation.

Records Retention and Time Limit

The application must be received, by the ministry of Finance, within four years from the date of your payment of the tax. All records, documents and receipts pertaining to your tax refund claim must be kept for seven years for audit purposes.

For further information regarding records retention, please refer to the publication entitled

Retention/Destruction of Books and Records. Copies are available at ontario.ca/recordretention or by calling: 1 866 ONT-TAXS (1 866 668-8297).

Freedom of Information

Personal information contained within the Application for Refund is collected under the authority of the *Gasoline Tax Act*, R.S.O. 1990, c.G.5, and will be used for the purposes of the *Gasoline Tax Act*. Questions about this information collection should be directed to:

Senior Manager, Account Management
Account Management and Collections Branch
Ministry of Finance
33 King Street West, PO Box 625
Oshawa ON L1H 8H9
1 866 ONT-TAXS (1 866 668-8297)

Mailing Address and Enquiries

Ministry of Finance
Motor Fuels and Tobacco Tax
33 King Street West, PO Box 625
Oshawa ON L1H 8H9
Toll free 1 866 ONT-TAXS (1 866 668-8297)
Hours of Service Monday to Friday 8:30am to 5:00pm
Teletypewriter (TTY) 1 800 263-7776

Please Note

1. An application for refund includes the Application for Refund - Summary form and an Application for Refund - Schedule.
2. When completing the refund application online, you will be automatically taken from the application summary to the schedule and back. The calculation of your entries and carry forward of totals are usually performed automatically.
3. When completing the refund application by hand, carry forward the totals from the schedule to the Application for Refund - Summary form.
4. The Application for Refund - Summary form must be signed. Please mail the completed application to the Ministry of Finance.

Detailed Instructions

Step 1 – Completing the Upper Portion of the Application for Refund - Summary

- When completing the application manually, provide your legal name and address along with your identification number. If preprinted, verify information and make the necessary corrections on the application.
- When completing the application online, provide your legal name and address along with your identification number and this information will be carried forward throughout the application process.
- Select the Gasoline, propane and aviation fuel box for the **Product type**.
- Below the **Schedule # Name**, select box 14 as the Schedule to be completed. When completing the application online you will be taken to the schedule automatically.

Completing Schedule 14 - TES

Step 2 – [A] Current Claim Calculation

Your refund must be based on the actual tax paid per litre, at the rate in effect at the time of purchase.

Line 1. Litres Purchased

Enter the litres of aviation fuel purchased by applicant within the applicable tax period for which receipted invoices are attached to this application. Include with your application a separate worksheet that lists all the invoices, record the volume of litres purchased from each invoice and total all invoice volumes.

Line 2. Total Refundable Litres

Enter the total number of litres sold exempt of tax to visiting armed forces for the use in aircraft as per documentation attached. Provide a worksheet or machine tape of the total litres.

Line 3. Ontario Tax Rate

Enter the applicable Ontario tax rate per litre. This is the tax rate in effect during the tax period dates identified in the column. Refer to the tax rate table found on the Application for Refund – Page 1.

Line 4. Current Refund Claim Amount

Multiply Total Refundable Litres (line 2) by Ontario Tax Rate (line 3). Carry forward this Current Refund Claim Amount to Line C of the Application for Refund – Summary form.

Step 3 – [B] Previous Claim Adjustment Calculation

Only use this section to adjust your previous refund claim for which you have already received a payment. Adjustments must be made within four years.

For example:

- an invoice was not included or was incorrectly stated on your previous claim; **and**
- the aviation fuel from that purchase was used in a tax exempt manner.

Line 5. Litres Purchased

Enter the total litres of aviation fuel purchased by applicant, applicable to your previous refund claim, for which receipted invoices are attached to this application. Summarize on a separate worksheet all the invoices, record the litres purchased on each invoice and total all invoice volumes.

Line 6. Total Refundable Litres

Enter the total number of litres sold to visiting armed forces for the use in aircraft that were not included in your previous claim(s) as per documentation attached.

Line 7. Ontario Tax Rate

Enter the applicable Ontario tax rate per litre. This is the tax rate in effect during the tax period dates identified in the column. Refer to the tax rate table found on the Application for Refund – Page 1.

Line 8. Previous Refund Claim Adjustment Amount

Multiply Total Refundable Exported (line 6) by Ontario Tax Rate (line 7). Carry forward this previous Refund Claim Adjustment Amount to Line D of the Application for Refund – Summary form.

Step 4 – Completing the Lower Portion of the Application for Refund - Summary

When completing the application manually, carry forward the refund amount calculated on either

- **Line 4 – Current refund claim amount (\$)** of the Application for Refund – Schedule to line **C** of the Application for Refund – Summary, **or**
- **Line 8 – Previous refund claim Adjustment amount (\$)** of the Application for Refund – Schedule to line **D** of the Application for Refund – Summary.

When completing the application online the amount will be transferred automatically.

- On line **A Current refund claim** or line **B Adjustment to previous refund claim**, enter the date of the first invoice and the date of the last invoice that are being submitted in support of the refund claim.
- When completing the application online print 2 copies of the Application for Refund – Summary and Application for Refund – Schedule.
- Complete the **Certification** section of the Application for Refund – Summary including an authorized signature and date.
- Maintain one copy for your records.
- Mail one completed Application for Refund – Summary and Schedule along with all supporting documentation to the ministry at the address shown at the top of the Application for Refund – Tax Exempt Sales (TES).

Please retain this guide for future reference. If you require additional copies, visit ontario.ca/gasolinetax or call 1 866 ONT-TAXS (1 866 668-8297).