

**RESIDENTIAL ENERGY REBATE PROGRAM
MIXED-USE PROPERTIES
REIMBURSEMENT APPLICATION FORM**

Application Information / Instructions

- A mixed-use property is a property utilized for both commercial and residential purposes.
- The Residential Energy Rebate applies only to the 8% provincial portion of the HST that you paid when purchasing home energy products. The rebate does not apply to the federal portion of HST paid.
- The Residential Energy Rebate only applies to eligible energy purchases and does not apply to equipment, maintenance, repair or emergency service call costs or similar charges or costs.
- Please complete the form in full. An incomplete form may result in the form being returned and payment being delayed.
- Please attach all invoices and/or receipts to be included in your claim.
- Receipts or invoices must show the following information:
 - HST registrant number of the supplier
 - Date of purchase
 - Receipt number
 - HST paid
 - Energy type purchased (e.g. wood, wood pellets, furnace oil, kerosene, propane, etc)
- Applications meeting all requirements should be processed within 10 weeks of when they are received by the department.
- Rebates must total \$50.00 or more (minimum of \$625 in energy purchased before HST) or cover a period of 12 or more months.
- An application for reimbursement must be received by the Department of Finance within 36 months of the date of purchase.
- Applicants must submit a separate application for each residential property.
- Additional applications are available by calling 1-866-990-3444 toll free, by email at ResidentialEnergyRebate@gov.nl.ca, or online at: www.gov.nl.ca/fin/energyrebate.
- Please submit completed applications and invoices/receipts to:

Residential Energy Rebate Program
Department of Finance
Tax Administration Division
P.O. Box 6010
32 Queensway
Grand Falls-Windsor, NL A2A 0B9
Or by Fax: (709) 292-4214

Privacy Notice

Information required in this application is collected under the authority and for the administration of the *Revenue Administration Act*. This information is kept confidential and handled as required by the *Access to Information and Protection of Privacy Act*. For inquiries please call 1-866-990-3444.

Part 1 – Applicant Information

Please print all information in BLOCK LETTERS.

Section A Please complete this section if you are a proprietor, or an individual eligible for an HST exemption.

Applicant Name

Last Name First Name Middle Name

Social Insurance Number

Are you exempt from paying HST? Yes No

If exempt, why?

(ex. foreign representative, diplomat, non-resident, etc.)

Section B Please complete this section if you are an incorporated entity, a charity, or a non-profit organization.

Legal Name

HST Registrant Business Number (BN#)

From Canada Revenue Agency

Contact Person Name

Last Name First Name

Contact Person Title

Section C This section to be completed by all applicants.

Civic Address of Property

Apt / Street Number Street Name

City Province Postal Code

Phone Number

() _____

Email Address

Mailing Address

(if different from civic address)

P.O. Box Number R.R.#

City Province Postal Code

Part 2 – Claim Information

Claim Period

Period from
(earliest purchase date)

y	y	y	y	m	m	d	d

Period to
(last purchase date)

y	y	y	y	m	m	d	d

Please complete the following table for each purchase claimed and attach corresponding receipts. Your receipts will be returned to you.

	Energy Type	Receipt Date	Supplier	Receipt #	Amount (before HST)
Ex	<i>Furnace Oil</i>	<i>October 1, 2011</i>	<i>Oil Co. Ltd</i>	<i>123</i>	<i>\$500.00</i>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
Subtotal					\$
					x 0.08
Provincial HST Paid					\$

Part 3 – Calculation of Eligible Residential Percentage

Please complete this part to determine the residential percentage of the property. Additional documentation may be requested to verify the percentage(s) indicated below.

Section A Please complete this section if you are a proprietor.

Primary nature of business _____

Calculation **100 %**

Less
 A % claimed for HST remittance purposes (if your business is an HST registrant) - _____ %

OR
 B % claimed for income tax purposes (if your business is not an HST registrant) - _____ %

Eligible % claimable for residential purposes = _____ %

Note: Amounts on lines A and B are normally determined by the square footage of the property used for the business.

Section B Please complete this section if you are an incorporated entity, a charity, a non-profit organization or an individual eligible for an HST exemption.

100 %

Less
 Non-residential proportion of property (to which this claim relates) - _____ %

Less
 Allowable percentage of Input Tax Credit claimed (for HST remittance purposes) - _____ %

Eligible % claimable for residential purposes = _____ %

Part 4 – Eligible Rebate Amount

Please complete this part to determine the amount of rebate for which you may be eligible.

Provincial HST paid (from Part 2) \$ _____

Multiply by: Eligible % claimable for residential purposes (from Part 3) **X** _____ %

Rebate Amount = \$ _____

Part 5 – Supplier Set Up & Maintenance and Direct Deposit

If this is your first claim for reimbursement, you must also complete the *Supplier Setup and Maintenance* Form. This form is necessary regardless of form of payment (cheque or electronic deposit) but will also be used to process direct deposit payments. Please request this form from the Department of Finance, or access it on the website at www.gov.nl.ca/fin/energyrebate.

Direct deposit is completely confidential. Direct deposit payments are less likely to be lost, stolen, or damaged as may happen with cheques. Funds for a direct deposit payment will be available in your account on the same day that we would have mailed your cheque. This means that you will have access to your payments earlier.

Part 6 – Declaration

Please complete this section if you are a proprietor, or an individual eligible for an HST exemption, or if you or your spouse receives any rebate of HST personally.

I hereby certify that:

- The information contained in this application is, to the best of my knowledge, true, complete and correct in every respect.
- I am the person described on this application and I am entitled to the amount claimed.
- The amounts claimed on this application are in respect of energy consumed at the residence identified above.
- The energy sources sold and covered by this claim were for residential purposes only.
- This amount was not previously claimed.
- All invoices / receipts are attached.

I hereby authorize the Department of Finance to access relevant information from my personal income tax return as filed with the Canada Revenue Agency to verify my eligibility for the Residential Energy Rebate.

X

_____ Applicant's Signature _____ Date

_____ Applicant's Spouse's Name (Please Print) _____ Applicant's Spouse's SIN #

X

_____ Applicant's Spouse's Signature _____ Date

Note: It is a serious offence to make a false application for this rebate and may result in criminal charges and/or a fine.

Please complete this section if you are a charity, non-profit organization or an incorporated entity.

I hereby certify that:

- The information contained in this application is, to the best of my knowledge, true, complete and correct in every respect.
- I am a duly authorized official or agent of the applicant.
- The energy sources sold and covered by this claim were for residential purposes only.
- This amount was not previously claimed.
- All relevant documents are available for inspection and/or audit upon request of the Department of Finance of Newfoundland and Labrador.

I hereby authorize the Department of Finance to access relevant information from any tax return as filed with the Canada Revenue Agency to verify the organization's eligibility for the Residential Energy Rebate.

X

_____ Organization Contact Person's Signature _____ Date

Note: It is a serious offence to make a false application for this rebate and may result in criminal charges and/or a fine.