

Business Number	Name	Part 1
Reporting Period From: To:	Due Date	

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KEEP THE TOP PORTION (PART 1) OF THIS RETURN FOR YOUR RECORDS.

Personal information provided on this form is protected under the provisions of the *Privacy Act* and is kept in Personal Information Bank number RCC/P-PU-080.

COPY THE AMOUNTS FROM THE HIGHLIGHTED LINE NUMBERS IN PART 1 OF THIS RETURN TO THE CORRESPONDING BOXES IN PART 2.

Enter your total **Sales and other revenue**. Do not include provincial sales tax, GST or HST. (If you are using the Quick method of accounting, include the GST or HST.)

	101	00
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NET TAX CALCULATION

Enter the total of all GST and HST amounts that you collected or that became collectible by you in the reporting period.	103	
Enter the total amount of adjustments to be added to the net tax for the reporting period (e.g., the GST/HST obtained from the recovery of a bad debt).	104	
Total GST/HST and adjustments for period (add lines 103 and 104)		

105	
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Enter all unclaimed input tax credits (ITCs) for the current period (i.e., GST/HST paid or payable on qualifying expenses) and any eligible unclaimed ITCs from a previous period.	106	
Enter the total amount of adjustments to be deducted when determining the net tax for the reporting period (e.g., the GST/HST included in a bad debt).	107	
Total ITCs and adjustments (add lines 106 and 107).		

108	
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NET TAX (subtract line 108 from line 105). If the result is negative, enter a minus sign in the separate box next to the line number.

109	
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OTHER CREDITS IF APPLICABLE

NOTE: Do not complete line 111 until you have read the instructions in the box on the reverse side of this return.

Enter any Instalment payments and net tax already remitted for the reporting period.	110	
Enter the amount of the rebate you are applying for on forms GST284 or GST66, if the form is being filed with this return.	111	
Total other credits (add lines 110 and 111).		

112	
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BALANCE (subtract line 112 from line 109). If the result is negative, enter a minus sign in the separate box next to the line number.

113 A	
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OTHER DEBITS IF APPLICABLE

NOTE: Do not complete line 205 or line 405 until you have read the instructions in the box on the reverse side of this return.

Enter the total amount of the GST/HST due on the acquisition of taxable real property .	205	
Enter the total amount of other GST/HST to be self-assessed .	405	
Total other debits (add lines 205 and 405).		

113 B	
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BALANCE (add lines 113 A and 113 B). If the result is negative, enter a minus sign in the separate box next to the line number.

113 C	
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Line 114 and line 115: If the result entered on line 113 C is a negative amount, enter the amount of the refund you are claiming on line 114. If the result entered on line 113 C is a positive amount, enter the amount of your payment on line 115.

REFUND CLAIMED
114

PAYMENT ENCLOSED
115

GST62 E (98) ▼ Detach and Return Lower Portion (Part 2) ▼

GST/HST RETURN (NON-PERSONALIZED)

For departmental use
001800

Part 2

GST62 E (98)

YOU MUST COMPLETE THIS AREA.

Business Number: _____

Reporting period: From: Year: [] Month: [] Day: [] To: Year: [] Month: [] Day: []

Sales and other revenue	101		Total GST/HST and adjustments for period	105	
Instalments and net tax already remitted	110		Total ITCs and adjustments	108	
Rebates	111		Net tax	109	
GST/HST due on acquisition of taxable real property	205		Refund claimed	114	
Other GST/HST to be self-assessed	405		Payment enclosed	115	

I certify that the information given in this return and in any attached documents is, to the best of my knowledge, true, correct and complete in every respect, and that I am the person required to file this return, or that I am authorized to sign on behalf of the person. It is a serious offence to make a false return.

Authorized Signature _____ Date _____