

# Seventh-day Adventist® Church

ALBERTA CONFERENCE

## **GST Rebate Claim Online Instruction:**

The CRA doesn't want to accept paper GST rebate claims anymore. Using the link below, the church doesn't need an online account, the treasurer can just file the rebate claim. They will need a copy of a previous GST rebate claim and the ChurchPal HST report.

1. Copy and paste the following link into your browser:  
<https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/gst-hst-netfile/file-public-service-body-rebate-forms-electronically.html>
2. Click "Continue".
3. Enter the Business Number.
4. Validate your account – enter info from a previous GST/HST Public Service Bodies' Rebate within the last 3 years and click "Next".
5. Enter dates for the current GST Rebate that you are filing for – if the church is under the Conference umbrella for GST purposes (Business # is the Conference #), your rebate will always be filed for the calendar year of Jan-Dec instead of the school year from Sept-Aug. Otherwise, the dates might be for the first or second half of the calendar year. Click "Next".
6. The Provincial Schedule will pop up – there is no provincial schedule for AB so just click "Next".
7. The Federal Schedule will pop up – on line 305 enter 50% of the total of your ChurchPal HST report. This report should have the same dates that you entered in step 5. Click "Next".
8. A review screen will pop up so that you can verify that what you're filing is correct. Click "Submit" and "Print" the rebate for your records. You can also save it as a .pdf document for the audit. Click "End" and you're done!



