



**GOODS AND SERVICES TAX / HARMONIZED SALES TAX (GST/HST) RETURN (NON-PERSONALIZED)**

**Part 1**

Business Number	Name		
Reporting period From: to:	Due date	<b>Working copy (for your records) Disponible en français</b>	

► Copy your Business Number, the reporting period, and the amounts from the **highlighted** line numbers in **Part 1** of this return to the corresponding boxes in **Part 2**. Keep **Part 1** for your records.

Privacy Act, Personal Information Bank number CRA PPU 080

Enter your total <b>sales and other revenue</b> . Do not include provincial sales tax, GST or HST. If you are using the Quick Method of accounting, include the GST or HST.	<b>101</b>	00
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**NET TAX CALCULATION**

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

Total GST/HST and adjustments for period (add lines 103 and 104) ➔

<b>105</b>	
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Enter the GST/HST you paid or that is payable by you on qualifying expenses ( <b>input tax credits – ITCs</b> ) for the current period and any eligible unclaimed ITCs from a previous period.	<b>106</b>	
Enter the total amount of <b>adjustments</b> to be deducted when determining the net tax for the reporting period (for example, GST/HST included in a bad debt).	<b>107</b>	

Total ITCs and adjustments (add lines 106 and 107) ➔

<b>108</b>	
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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.

<b>109</b>	
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**OTHER CREDITS IF APPLICABLE**

Do not complete line 111 until you have read the instructions on the back of this return.

Enter any <b>instalment and other annual filer payments</b> you made for the reporting period. If the due date of your return is June 15, see the instructions on the back of this return.	<b>110</b>	
Enter the total amount of the GST/HST <b>rebates</b> , only if the rebate form indicates that you can claim the amount on this line. <b>Attach the rebate form to this return.</b>	<b>111</b>	

Total other credits (add lines 110 and 111) ➔

<b>112</b>	
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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.

<b>113 A</b>	
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**OTHER DEBITS IF APPLICABLE**

Do not complete line 205 or line 405 until you have read the instructions on the back of this return.

Enter the total amount of the <b>GST/HST due on the acquisition of taxable real property</b> .	<b>205</b>	
Enter the total amount of <b>other GST/HST to be self-assessed</b> .	<b>405</b>	

Total other debits (add lines 205 and 405) ➔

<b>113 B</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.

<b>113 C</b>	
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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.

▼ **Detach and return lower portion (Part 2).** ▼

<b>REFUND CLAIMED</b>
<b>114</b>

<b>PAYMENT ENCLOSED</b>
<b>115</b>

GST62-5 E (12)

**GST/HST RETURN (NON-PERSONALIZED)**

**Part 2**

**YOU MUST COMPLETE THIS AREA AND THE REVERSE AREA.**

**Reporting period**

GST62-5 E (12)

<b>Business Number</b>	From:	Year	Month	Day	to:	Year	Month	Day	<b>20</b>	<b>5</b>
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Sales and other revenue	<b>101</b>	00	Total GST/HST and adjustments for this period	<b>105</b>
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Instalments and other annual filer payments	<b>110</b>	Total ITCs and adjustments	<b>108</b>
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Rebates	<b>111</b>	Net tax	<b>109</b>
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GST/HST due on acquisition of taxable real property	<b>205</b>	Refund claimed	<b>114</b>
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Other GST/HST to be self-assessed	<b>405</b>	Payment enclosed	<b>115</b>
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**COMPLETE THE IDENTIFICATION SECTION ON THE BACK OF THIS RETURN BEFORE YOU SEND IT TO US.**

I certify that the information given on 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 registrant, or that I am authorized to sign on behalf of the registrant. **It is a serious offence to make a false return.**

Authorized signature

Date

