

SaskTaxInfo@gov.sk.ca

## **INSTRUCTIONS – GAS COMPETITION ASSISTANCE PROGRAM**

An application for assistance must be based on purchases or sales of gasoline, diesel or propane made during the reporting period. These are subject to audit verification. Retailers should include supplier invoice information on their application. Bulk Dealers/Cardlocks should include the purchaser invoice information.

Applications may be submitted twice a month. The date to be inserted in the space provided for “period ending” should be no later than the date shown on the last invoice for which a claim is being made during the month, or a date not exceeding the last day of the month.

When the business consists of a bulk operation and service station operation, separate application must be completed for each.

The gasoline, diesel or propane supplier’s invoices must be forwarded with the application. Following our examination, these invoices will be returned for your records.

The invoice must contain the following information:

- the name and address of the supplier/purchaser;
- the date of the purchase or sale;
- an invoice number;
- the name and address of the service station, bulk dealer or cardlock;
- the number of litres of gasoline, diesel or propane invoiced; and
- the total amount of the gasoline, diesel or propane tax charged.

### **Part A – Applicant Information**

Business Name – Provide the full legal name of the applicant who paid the tax. Invoices and any other documentation supporting the claim must correspond with the name of the applicant.

Fuel Tax Number – Provide your 7-digit fuel tax number. If you do not have one, please provide your 9-digit federal business number.

Mailing Address – Provide your complete mailing address for Ministry correspondence.

Service Station Address – Provide the street address and city of the service station.

Contact Information – Provide the name, title and contact information for the individual we may contact to discuss the application or to provide further information if required.

E-Mail Address – By providing the email address, you consent to the use of this email address for exchange of information in relation to this refund request. It is your responsibility to advise the Ministry of Finance if this email address changes or should no longer be used for communication purposes.

### **Part B – Refund Information**

Refund Period – Provide the start and end date for the refund period.

Date – the date shown on the invoice.

Invoice Number - the invoice number shown on the invoice.

Supplier or Purchaser Name - the supplier or purchaser's name shown on the invoice.

Gasoline, Diesel & Propane – total number litres for each fuel type as shown on the invoice.

Total Volume – sum of litres from each invoice.

Assistance per Litre – The level of assistance is based on the tax rate differential between Saskatchewan and Alberta or Manitoba, as the case may be, and the shortest distance as measured by a public road between the fuel dealer and the nearest competition in the neighbouring province. Further information on zones and the current assistance rates can be found in [Information Bulletin FT-2](#) regarding Gas Competition Assistance.

Total Assistance Claimed – Total Volume x Assistance per Litres

### **Part C – Certification**

The signature of an authorized individual is required. If a representative is submitting the application on behalf of a client, a completed [Business Consent Form](#) must also be provided.

### **Submitting your Refund Application**

Your completed refund application, along with supporting documentation such as copies of invoices and other relevant documents, may be mailed or e-mailed to the address provided on the top right of the refund application form. The Ministry of Finance offers direct deposit for refunds, please complete and submit a [Direct Deposit Payment Request Form](#) with your application. Further information can be found in [Information Bulletin FT-2](#) regarding Gas Competition Assistance.