



Mailing Address:
 Parking Tax Services
 TransLink
 400 - 287 Nelson's Court
 New Westminster, BC, V3L 0E7

APPLICATION FOR REFUND OF PARKING TAX

Issued by the South Coast British Columbia Transportation Authority ("TransLink")
 under the South Coast British Columbia Transportation Authority Act

INSTRUCTIONS:

- Complete this form to apply for a general refund of Parking Tax.
- A refund can only be claimed within **four years** of payment of the Parking Tax.
- A claim will not be processed if the required documents/information are not supplied.
- Please complete Parts A, B, and C (type or print clearly) and submit all required documents.
- Make a copy of this Application for Refund and any attachments for your records.

- Information and bulletins are also available on www.translink.ca/parkingtax
- **See page 2 for other information.**

Freedom of Information and Protection of Privacy Act (FOIPPA)

Any personal information requested on this form is collected by TransLink for the purpose of administering the Parking Tax. This is done in furtherance of TransLink's mandate under Part 7.1 the South Coast British Columbia Transportation Act and in accordance with Part 3 of FOIPPA. Questions regarding the collection and use of this information may be directed to: Revenue Program Clerk, TransLink, 400-287 Nelson's Court, New Westminster, BC, V3L 0E7 (Tel: 778-375-7829)(Email: parkingtax@translink.ca).

PART A	CLAIMANT INFORMATION			
	Name of Claimant - <i>legal name of individual, partner(s), corporation or society (not a business trade name)</i>			Registration No. <i>(If you are a vendor)</i>
	Mailing Address		Home Phone No. ()	Work Phone No. ()
	City	Province/State	Postal/Zip Code	Fax No. <i>(If secure to receive tax-related information unattended.)</i> ()
PART B	I am applying for a refund of Parking Tax in the total amount of: \$		Note: A refund can only be issued to the person who actually paid or remitted the Parking Tax. No refund will be made to third parties acting on behalf of the claimant. Indicate the amount of Parking Tax you are applying for. Do not include Goods and Services Tax (GST) on this application.	
	Indicate the reason for claiming this refund – See reverse for required information and documents to support your claim <i>(If more space is required, please use a separate sheet.)</i>			
	1) Description/Reason for Refund	Name of Purchaser	Date of Purchase	Amount of Parking Tax refunded to Purchaser
	2) Description/Reason for Refund	Name of Seller	Date of Sale	Amount of Parking Tax you should be refunded for
PART C	CLAIMANT DECLARATION			
	I declare that all information provided on this form and on the attached documents is true and correct to the best of my knowledge and belief. I acknowledge that any false information may result in prosecution, a fine up to \$10,000, and/or imprisonment for up to two years.			
Name - Please type or print		Position/Title (in Company)	Signature	Date Signed
				YYYY / MM / DD

IMPORTANT INFORMATION

Part B – Refund Information

In support of your application, you must provide the following:

1) If you are a parking vendor applying for a refund:

- List the reasons for the Parking Tax refund, names of the purchasers, the dates of the purchases, and the amounts of Parking Tax refunded to purchasers.
- Copies of parking sales invoices or receipts showing the names and addresses of the purchasers, the dates of purchases and the Parking Tax paid.
- Any other documents to support the basis of your application (such as copies of parking credit invoices, sales invoices showing the resale of parking rights, front and back of the consular identity card).

Note: If you are applying for a bad debt refund, you may do so by claiming an adjustment on your Parking Tax Return. Please see **Bulletin 001 - Refund of Tax Remitted on Parking Sales Written Off as Bad Debts** on our website at www.translink/parkingtax.

2) If you are an individual applying for a refund:

- List the reasons for the Parking Tax refund, names of the sellers, the dates of the sales, and the amounts of Parking Tax you should be refunded for.
- Copies of parking purchases, invoices or receipts, showing the names and addresses of the parking vendor, the dates of your purchases, and the Parking Tax paid.

Part C – Claimant Declaration

- The application form must be signed by the person who remitted or paid the Parking Tax. If the tax was remitted by a corporation or society, the application must be signed by an authorized officer.
- If the applicant is a corporation or society, the “I” in the Declaration Statement refers to the corporation or society.

Mail this form and all required documents to:

Parking Tax Services
TransLink
400 - 287 Nelson’s Court
New Westminster, BC, V3L 0E7

NEED MORE INFO?

Telephone: (778) 375-7829, Mon-Fri 8:00am to 4:00pm

E-mail: parkingtax@translink.ca

Visit our website at: www.translink.ca/parkingtax