



Service Nova Scotia
and Municipal Relations
Refund Section
PO Box 1523,
Halifax, Nova Scotia B3J 2Y3

**APPLICATION FOR REFUND
NOVA SCOTIA SALES TAX (NSST)
VOLUNTEER FIRE DEPARTMENT
MOTOR VEHICLES AND DESIGNATED TANGIBLE
PERSONAL PROPERTY (DTPP)**

PART A - Please complete the following:

<p>(Please print)</p> <p>Name of Applicant _____</p> <p>Civic Address _____ <small>(Civic Number and Street/Road/Hwy)</small></p> <p>Mailing Address _____ <small>(PO Box or RR)</small></p> <p>City/Town _____ Province _____</p> <p>Postal Code _____</p>	<p>Contact Name _____</p> <p>Phone # _____</p> <p>Fax # _____</p> <p>Email Address _____</p> <p>Canada Revenue Agency Business # <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, Provide Your Canada Revenue Agency Business # _____</p>
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PART B - Calculation of Tax Refund

Col. 1	Col. 2
Total Amount of NSST Paid	Amount of Refund (Enter amount from Col. 1)
\$ _____	\$ _____
\$ _____	\$ _____
Total Amount of Claim	\$ _____

PART C

<p>Description of Motor Vehicle or Equipment _____</p> <p>Make _____ Year _____ Model _____</p> <p>Vehicle/Equipment Serial Number _____</p>

PART D

<p>Certification</p> <p>I HEREBY CERTIFY that the information given in this application is true, complete and correct in every respect and that;</p> <p>(i) I have the authority to sign on behalf of the Volunteer Fire Department;</p> <p>(ii) The Department is entitled to the amount claimed;</p> <p>(iii) This amount has not been previously claimed;</p> <p>(iv) All relevant records are available for inspection; and</p> <p>(v) All supporting invoices/documents are attached.</p>	<p style="text-align: right;">_____ Signature of Authorized Officer</p> <p style="text-align: right;">Date _____, 20____</p>
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Note: A person who makes a false statement that is in contravention of the Revenue Act or the regulations is guilty of an offence against this Act or regulations.

For Office Use Only

Amount Claimed \$ _____

Less Adjustments \$ _____

Amount Approved \$ _____

Authorized By _____

Date _____

Original of this fully completed form should be returned to:

**Service Nova Scotia and Municipal Relations
Business Registration Unit
P. O. Box 1523
B3B 2Y3**

or, delivery to:

**Service Nova Scotia and Municipal Relations
1505 Barrington Street,
Halifax, Nova Scotia**

INSTRUCTIONS & INFORMATION

1. Complete all information required by this form. An incomplete application may result in it being returned thereby causing delay in processing the rebate claim.

2. Information:

The Minister may authorize a refund of the tax paid on the private purchase of a motor vehicle or designated tangible personal property (DTPP) for the effective functioning of the organization as a fire fighting force pursuant to Revenue Act Section 25(1)(f).

3. Motor vehicles and DTPP purchased on a private sale basis by volunteer fire departments must, according to generally accepted accounting principles, enter into the capital investment of the volunteer fire department.

The following information should be submitted with each application for rebate:

1. A copy of the N. S. Registry of Motor Vehicles receipt showing the total Nova Scotia Sales Tax paid; or in the case of DTPP evidence of tax (NSST) paid to Minister of Finance.

2. A copy of the Bill of Sale or sales agreement issued by the seller which provides details of the purchase for which a rebate is requested.

3. All documentation supporting this rebate must be retained by the applicant for audit purposes.

4. Refund forms can be obtained by calling Service Nova Scotia & Municipal Relations at (902) 424-2850 or on our website (See [Application for Refund form](#)).

5. Application for rebate shall be made within 24 months of payment by the applicant of the tax in respect of which rebate is requested.

6. No rebate will be made if the applicant/purchaser does not provide satisfactory evidence to prove that the NSST has been paid.

Should you require further information or clarification, please contact:

**Department of Service Nova Scotia and Municipal Relations
Program Management and Corporate Services Division
P.O. Box 755
Halifax, NS B3J 2V4**

or Telephone:

1-800- 565-2336 (toll free in Nova Scotia)