



**STEP 1** – Decide whether you should apply for a TPA. To determine if you should apply, please read the information below.

**STEP 2** – Complete this application in full and provide all required documentation. Incomplete information will delay the processing of your application.

**STEP 3** – Submit this application using one of the following methods:

**By mail:** Ministry of Finance

PO Box 9442 Stn Prov Govt  
Victoria BC V8W 9V4

**By courier:** Ministry of Finance

Registration and Closure Section  
Consumer Taxation Programs Branch  
1802 Douglas Street  
Victoria BC V8T 4K6

**By fax:** 250 356-2195

**By email:** [RegFax@gov.bc.ca](mailto:RegFax@gov.bc.ca)

Or visit your nearest **Service BC Centre**. Locations can be found online at [servicebc.gov.bc.ca/locations](http://servicebc.gov.bc.ca/locations)

If you fax or email your application, please **do not** mail the original. If you mail or courier the completed form, please keep a copy for your records.

**STEP 4** – If your application is approved, we will send you an agreement that you must **sign and return** before we can send you a TPA.

If you are not eligible or your application contains incomplete information, a representative from the ministry will contact you by mail.

## GENERAL INFORMATION

Eligible businesses may apply to enter into a **voluntary** tax payment agreement (TPA) with the Ministry of Finance. The TPA allows eligible businesses to defer paying provincial sales tax (PST) when they acquire or lease certain items for business use, and to self-assess and remit the PST due on any items later used for a taxable purpose.

**Note:** For the purposes of the PST, *acquired* means purchased in BC, brought or sent into BC, or received in BC.

The TPA establishes timelines for remitting the PST due on items that are acquired and/or leased under the agreement and later used for a taxable purpose. Ensure you self-assess and remit the PST due on time; otherwise, you may be charged penalties and interest.

## HOW TO QUALIFY

### Qualifications for All Businesses

All businesses, including owners or operators of commercial rail services that offer interprovincial or international rail transportation of passengers or goods to members of the public for a fee, must meet the four requirements listed below to qualify for a TPA.

1. You have conducted business in BC for at least three years.
2. You have a good compliance record with the PST (and with the *Excise Tax Act*, where applicable) over the past 3 years. For example, you self-assess and remit tax that is due on time.
3. You maintain a suitable accounting system. For example, you have a computerized accounting system; you use International Financial Reporting Standards, Accounting Standards for Private Enterprises, or the equivalent; and you have established procedures for assigning and tracking inventory.
4. You have an active PST account with the ministry. If you do not have an active PST account, you need to apply for PST registration before or at the same time as you apply for a TPA.

### Additional Qualifications

If you do not own or operate a commercial rail service as described above, you must meet the four requirements above plus both of the requirements listed below to qualify for a TPA.

1. You qualify for the PM&E exemption, and/or you regularly acquire and store goods in BC for use outside the province.

2. Your average annual acquisitions and/or leases for the last three calendar years meet either of the following minimum requirements:

(a) **PM&E – \$250,000 in taxable and exempt acquisitions and/or leases**

This includes acquisitions and/or leases of goods and software that were eligible for the PM&E exemption (or would have been, if the PST had been in place). It also includes acquisitions and/or leases of goods and software that would have been eligible for the PM&E exemption, but were taxable because they were used for taxable purposes.

**\$125,000 in exempt acquisitions and/or leases of PM&E**

Of the \$250,000 in acquisitions and/or leases described above, at least \$125,000 must have been acquisitions and/or leases for which you received the PM&E exemption (or could have, if the PST had been in place).

(b) **Inventory items for use within and outside BC – \$250,000 in total acquisitions (do not include leases)**

This includes inventory items that were eligible for a refund (or would have been, if the PST had been in place) because they were acquired and stored in BC and later shipped for use outside the province. It also includes inventory items that were acquired and stored in BC and were taxable because they were used in BC.

**\$125,000 in PST-refunded inventory acquisitions only**

Of the \$250,000 in inventory acquisitions described above, at least \$125,000 must have been acquisitions for which you received a refund (or could have, if the PST had been in place) because the items were acquired and stored in BC and later shipped for use outside the province.

**Note:** To meet the \$250,000 and \$125,000 minimum requirements, you can combine your acquisitions and/or leases of PM&E in (a) with your acquisitions of inventory for use within and outside BC in (b).

# INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR TAX PAYMENT AGREEMENT

## Item 1 [RETURN TO FORM](#)

Check one type of ownership and enter full legal name(s). For example, if your business is a corporation under the *Business Corporations Act* or other legislation, enter that name as it appears on your incorporation certificate. Attach a separate page if necessary to capture all partners in a partnership. Enter the firm name(s) and number(s) as registered with BC Registry Service, if different than the name under which business is conducted.

## Item 2 [RETURN TO FORM](#)

A Business Number (BN) is a unique 9-digit number provided by Canada Revenue Agency (CRA) to identify your business by various government agencies.

## Item 3 [RETURN TO FORM](#)

Enter the name of the primary business contact as well as his or her telephone number. This may be your bookkeeper, accountant or an employee.

Enter the fax, email address, and website address for the business.

## Item 4 [RETURN TO FORM](#)

If you are currently registered under the *Provincial Sales Tax Act*, provide your PST account number(s). The ministry can only enter into a tax payment agreement (TPA) with a business that has an active PST account.

If you have never been registered with us before, or if you have previously been registered but your account is no longer active, you can:

- complete and attach an *Application for Registration for Provincial Sales Tax (PST)* form (**FIN 418**) and submit with this form in person, by email, mail or fax, **OR**
- register online for PST at [gov.bc.ca/etaxbc/register](http://gov.bc.ca/etaxbc/register) and then submit this form in person, by email, mail or fax. You cannot submit the TPA application online.

**Note:** The ministry will enter into only one TPA per PST account number. If you require more than one TPA, please provide a separate PST account number for each TPA required.

## Item 6 [RETURN TO FORM](#)

Use your acquisitions and/or leases from the **last three** calendar years to calculate your average annual acquisition and/or lease cost.

### **PM&E – taxable and exempt acquisitions and/or leases**

This includes acquisitions and/or leases of goods and software that were eligible for the PM&E exemption (or would have been, if the PST had been in place). It also includes acquisitions and/or leases of goods and software that were (or would have been) eligible for the PM&E exemption at the time of acquisition or lease, but became taxable because they were used for taxable purposes.

### **PM&E – exempt acquisitions and/or leases only**

This only includes acquisitions and/or leases of goods and software for which you received the PM&E exemption (or could have, if the PST had been in place).

### **Inventory items for use within and outside of BC – total acquisitions**

This includes inventory items that were eligible for a refund (or would have been, if the PST had been in place) because they were acquired and stored in BC, and later shipped for use outside the province. It also includes inventory items that were acquired and stored in BC and were taxable because they were used in BC.

### **Inventory items for use within and outside of BC – PST-refunded acquisitions only**

This only includes inventory items for which you received a refund (or could have, if the PST had been in place) because the items were acquired and stored in BC, and later shipped for use outside the province.

### **NEED MORE INFO?**

Online: [gov.bc.ca/pst](http://gov.bc.ca/pst)  
Toll-free in Canada: 1 877 388-4440  
Email: [CTBTaxQuestions@gov.bc.ca](mailto:CTBTaxQuestions@gov.bc.ca)

Or please see **Bulletin PST 317**, *Tax Payment Agreements*. You can access all bulletins online at [gov.bc.ca/pst](http://gov.bc.ca/pst) and go to Publications.



APPLICATION FOR TAX PAYMENT AGREEMENT (TPA)

under the Provincial Sales Tax Act

GENERAL INSTRUCTIONS

- Read Pages 1 and 2 before completing this form.
When completing this form, select ? for detailed instructions.
Please complete the form IN FULL.
Attach additional sheets if more space is required.

Freedom of Information and Protection of Privacy Act (FOIPPA)
The personal information on this form is collected for the purpose of administering the Provincial Sales Tax Act under the authority of section 26(a) of the FOIPPA.

Table with 4 columns: OFFICE USE ONLY, TAXPAYER IDENTIFICATION NUMBER (TIN), REG, REGISTRATION/PROFILE

BUSINESS INFORMATION

1 TYPE OF OWNERSHIP AND NAME - CHECK (✓) ONE ONLY ?
CORPORATION, SOLE PROPRIETOR, PARTNERSHIP, SOCIETY OR ASSOCIATION, OTHER

NAME UNDER WHICH BUSINESS IS CONDUCTED
FIRM NAME (if different from above; list all firms and numbers)
FIRM NUMBER (if applicable)

2 BUSINESS NUMBER (if applicable; 9 digits) ?

PRIMARY CONTACT INFORMATION

3 BUSINESS CONTACT NAME ? BUSINESS CONTACT TELEPHONE NUMBER BUSINESS FAX NUMBER
BUSINESS EMAIL ADDRESS BUSINESS WEBSITE ADDRESS

REGISTRATION INFORMATION

4 Are you currently registered under the Provincial Sales Tax Act? ?
YES If YES, please provide your provincial sales tax (PST) account number(s) for which you wish to enter into a TPA:
NO If NO, please complete an Application for Registration for Provincial Sales Tax (PST) form (FIN 418), AND

What is your current accounting system and version? (e.g. QuickBooks, Simply Accounting)

5 If you represent a commercial rail service as described on [Page 1](#), check (✓) this box  Please continue to [Item 7](#) below.

If you do **not** represent a commercial rail service as described on [Page 1](#), please continue to [Item 6](#) below.

6 If you will use the TPA to acquire and/or lease **goods and software eligible for the PM&E exemption**, indicate your average annual acquisition and/or lease cost of the following from the last three calendar years. [?](#)

PM&E – **taxable and exempt acquisitions and/or leases**

\$

PM&E – **acquisitions and/or leases for which you received an exemption, or could have if the PST had been in place**

\$

If you will use the TPA to acquire inventory items **for use outside of BC**, indicate your average annual acquisition cost of the following from the last three calendar years.

Inventory items for use within and outside of BC – **total acquisitions**

\$

Inventory items for use outside of BC – **acquisitions for which you received a refund, or could have if the PST had been in place**

\$

7 Please **attach** the financial statements for this business for the last **three** years.

Financial statements must include the **Statement of Financial Position** (also known as the Balance Sheet), **Statement of Profit or Loss and Other Comprehensive Income** (also known as the Income Statement) and **Statement of Cash Flows**.

#### CERTIFICATION

By completing this document, you are certifying that all the information it contains is complete and correct. You are advised that false information may result in penalties and/or prosecution.

If you authorize the ministry to communicate with you by email, we will take reasonable steps to protect all information once received. However, we cannot guarantee the absolute safety of personal information during transmission by email.

NAME (*type or print*)

TITLE / POSITION IN COMPANY

If you are a third party, are you authorized to submit this application on behalf of the business?

YES  NO

#### ALL THIRD PARTIES MUST PROVIDE THE FOLLOWING:

RELATIONSHIP TO APPLICANT

TELEPHONE NUMBER

( )

SIGNATURE OF APPLICANT OR AUTHORIZED THIRD PARTY

DATE SIGNED  
YYYY / MM / DD

X