

**INSTRUCTIONS FOR COMPLETING
THE SCHEDULE OF SALES OF TAX-EXEMPT FUELS
TO FIRST NATIONS (FIN 412/2)**under the *Motor Fuel Tax Act* and *Carbon Tax Act*

Use this form to record exempt fuel sales made to First Nations individuals or First Nations bands at a retail outlet or cardlock located on reserve land if you are:

- an Exempt Fuel Retailer and have reported tax-exempt sales on line 7 of Part D on your *Tax Return – Exempt Fuel Retailer (FIN 412)*,
- a Fuel Collector and have reported tax-exempt sales on line 3a of Part 2 on your *Carbon Tax Return – Collectors (FIN 175)*, or
- a Fuel Collector and have reported tax-exempt sales using your “Generic Fuel Collector Return”.

If you are an Exempt Fuel Retailer, attach the original of this schedule to your *Tax Return – Exempt Fuel Retailer (FIN 412)*.

If you are a Fuel Collector filing both motor fuel tax and carbon tax returns, attach the original of this schedule to your motor fuel tax return.

Retail dealers making fuel deliveries on First Nations land to First Nations individuals or First Nations bands may also use this form as additional documentation to support your exempt sales and refund applications.

Part A: Business Information Section

Complete all fields. Record in the account number box your Exempt Fuel Retailer Permit Number if you are an Exempt Fuel Retailer, or your Collector Account Number if you are a Fuel Collector.

In the schedule of sales box enter the month and year for which sales are being recorded.

A separate schedule must be used for each month tax-exempt fuel sales are made to First Nations individuals or First Nations bands.

Part B: Exempt Sales Confirmation**Exempt Retail Sales**

When selling fuel to a person claiming exemption as a First Nations individual or First Nations bands, an Exempt Fuel Retailer is required to verify the customer's eligibility for exemption by viewing the customer's *Certificate of Indian Status* card.

If the purchase is made by a non-First Nations individual on behalf of a First Nations band, the customer must have written authorization from the band to act on its behalf. The retailer must ensure that the identification of the customer matches the name on the authorization letter.

Please Note: Effective June 1, 2008, Nisga'a citizens, Nisga'a bands and any other purchaser, including First Nations individuals, buying fuel on Nisga'a lands are not eligible to purchase fuel exempt of tax. Nisga'a citizens are Nisga'a individuals included in the Nisga'a Final Agreement. Please see the bulletin **MFT-CT 002**, *Sales to First Nations, and the Exempt Fuel Retailer Program*, for more information.

The retailer must ensure the following is recorded on the schedule at the time of sale:

- date of the sale,
- if the sale was via cardlock (see below for additional instructions for sales made at a cardlock),
- customer's signature to certify that the information reported on this schedule is accurate and the volume of fuel was received,
- customer's name as shown on the *Certificate of Indian Status* card,
- registry number as shown on the *Certificate of Indian Status* card. If the purchase is made on behalf of a First Nations band, the customer's name, the band's name and number as it appears on the authorization letter from the band, and the name of the band official who signed the letter is required, and
- type of fuel sold exempt and the quantity in litres to two decimal places (e.g. 1093.49).

If the customer is unable or unwilling to provide this information, the retailer must collect the motor fuel tax and carbon tax on that sale.

Cardlock Access – Determination of Exemption

If you have customers that want to obtain an access card to purchase fuel exempt of tax from you at a cardlock (unmanned pump), you must ask to see their *Certificate of Indian Status* card or band authorization, and record their names and registry numbers/band numbers in your account records before issuing an access card to them to obtain any fuel exempt of tax.

Cardlock Sales – Confirmation of Monthly Volume

If you offer cardlock services, please do the following:

- ensure a check mark is placed in the cardlock box,
- exempt cardlock customers should provide one signature per month verifying the total volume they received during that month,
- monthly confirmation signatures should **only** be used for cardlock sales,

- invoices/statements issued to customers should clearly show total cardlock volumes for the month and will be considered substantiating documentation for the monthly confirmation signatures appearing on this schedule,
- if customers purchase from the manned pump without using their cardlock card, they must sign this schedule to confirm the specific transaction volume,
- if customers purchase from a cardlock using their cardlock card, the schedule does not need to be signed at the time of sale for the specific transaction volume. Instead, customers should provide one signature at the month's end with the monthly total volume, and
- it is recommended that if a retailer runs both manned retail pumps and unmanned cardlock pumps from the same physical location, separate schedules should be used to record cardlock sales.

To record cardlock sales on [FIN 412/2](#):

- record the month and year,
- indicate that this was cardlock sales volume,
- have the customer sign the schedule to confirm the volume received,
- record the customer's name,
- record the *Certificate of Indian Status* card registry number,
- record the total exempt volume of each product type, and
- enter the total volume of each fuel type sold to that customer during the month indicated in the date column box.

Part C: Total Volumes

Box 1: Enter the sum of the sales volumes for each fuel type on this page.

Box 2: When a schedule is completely filled with transactions and the total exempt sales in box 3 is calculated for each product type, transfer these amounts to the back side of the schedule, or to another blank copy of the schedule and enter into this line.

Box 3: Add boxes 1 and 2 and enter this figure into box 3 for each product. The figure in box 3 containing the last transaction for the month must be reported by Exempt Fuel Retailers on line 7 of Part D on your *Tax Return – Exempt Fuel Retailer (FIN 412)* or by Fuel Collectors on line 3a of Part 2 on your *Carbon Tax Return – Collectors (FIN 175)* or on the “Generic Fuel Collector Return”.

Part D: Certification

All schedules must be certified by an authorized signing authority. Sign, print your name and date each schedule.

In the page number box enter the number of each page of your schedule(s) as you use them, for example page 1 of 2 or page 1 of 6. Use these numbers to identify missing documents when preparing your tax return for submission.

Privacy

As a retailer in BC, you need to be aware of your obligation under privacy legislation to protect personal information in your custody or under your control. Personal information is recorded information about an identifiable individual, including their name, address, phone number, email address, credit card information and identification numbers, such as a driver's licence number, *Certificate of Indian Status* card registry number or consular card identification number.

You need to ensure that access to personal information is available only to those with a need for that access, which may mean you need to keep records under lock and key. For example, you should never keep records, such as credit card slips or forms with identifiers, beside the till.

Copies of the Schedule

You can obtain additional copies of this form from our website at gov.bc.ca/salestaxes (go to Motor Fuel Tax and Carbon Tax and then Forms & Publications). You may also contact our office to request additional forms.

Contact Information

If you have any questions, please call us toll-free at 1 877 388-4440, or email your questions to CTBTaxQuestions@gov.bc.ca

You can also find information on our website at gov.bc.ca/salestaxes