



Application for refund under indirect tax concession scheme (ITCS) – **Fuel claim**

| INTERNAL USE ONLY | |
|-------------------|--|
| Claim number | |
| Date | <input type="text"/> <small>Day</small> / <input type="text"/> <input type="text"/> <small>Month</small> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Year</small> |
| Signature | |

WHEN COMPLETING THIS FORM

Print clearly in BLOCK LETTERS using a black or blue pen.

If there is not enough space on the schedule for all your information, photocopy a blank schedule before you start so you have an additional page if you need it. All your fuel purchase information needs to be in this format. Send us all your schedule pages in your application.

Mission/post/organisation

Address

Name of contact person

Phone

Fuel claim for the period from

 Day / Month / Year to Day / Month / Year

➔ Complete the schedule for fuel purchases overleaf.

We will pay refunds into a single nominated bank account in the name of the mission/post/organisation. Only in special circumstances will we pay claims by cheque drawn in favour of the mission/post/organisation.

⚠ You need to submit original tax invoices with your application. They should be numbered and presented in the same order as your running sheet entries. Complete the schedule with one total for each claimant. We will return original invoices to your mission/post/organisation when we have processed your claim.

Send your completed forms to us at:

ITCS Processing Team
Australian Taxation Office
GPO Box 9977
Brisbane QLD 4001

Privacy

Tax law authorises us to collect information and disclose it to other government agencies. This includes personal information of the person authorised to sign the declaration. For information about your privacy, go to ato.gov.au/privacy

Declaration

I declare that all the information I have given in this statement, including any attachments, is true and correct.

Applications must be signed by the head of mission/post/organisation or by an authorised officer on behalf of the head of mission/post/organisation and your mission stamp must be applied.

Name

Signature

Date Day / Month / Year

Mission stamp

Schedule for fuel purchases

| | Specify if for official or personal use | If for personal use, name of the accredited officer or family member | Product code (see below) | Vehicle registration number | Litres | Total cost | GST | Tax Office use only |
|----|---|--|--------------------------|-----------------------------|--------|------------|-----|---------------------|
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Product codes

- A Diesoline, unleaded, leaded and premium gasoline
- B Heating oil
- C Diesoline heating fuel

➤ For more information about the ITCS:
 ■ visit our website at ato.gov.au/itcs
 ■ phone **1300 880 283**.