



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

INTERNAL USE ONLY			
Claim number			
Date	Day □□	Month □□	Year □□□□
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	□□□□□□□□□□		
General claim for the period from	Day	Month	Year	to	Day	Month	Year					
	□□	□□	□□□□		□□	□□	□□□□					

➤ Complete the schedule for general purchases overleaf.

⚠ If you sell or dispose of items listed in this application within two years of the date you bought them, you will be liable to pay any goods and services tax (GST) and wine equalisation tax (WET) that would have been payable for the items.

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

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

- We will pay refunds for eligible goods and/or services where you:
- are claiming at least \$18.18 GST per invoice (this amount of GST applies to a tax invoice of \$200 or more) exception of alcohol (not wine) and tobacco products that are exempt from excise and customs duties (in these cases the invoice total may be less than \$200)
 - submit the original tax invoice showing the invoice total has been paid in full with the claim.

Send the 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 general purchases

	Specify if for official or personal use	If for personal use, name of the accredited officer or family member	Description of items and name of supplier	Invoice No	Date of purchase	Category (see below)	WET (if applicable)	Cost	GST
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
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19									
20									

Product codes

A Alcohol & Tobacco	W Wine	P Protective Services
R Commercial Rent	F Fuel	RG Removal of Goods
E Electricity & Gas	M Mail Services	C Construction & Renovation
FC Freight & Cartage	T Telecommunications	G General Goods
		X Disallowed (ATO Use Only)

 For more information about the ITCS:

- visit our website at ato.gov.au/itcs
- phone **1300 880 283**.