



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

ATO USE ONLY			
Claim number			
Date	Day □□	Month □□	Year □□□□

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. Send us all your schedule pages in your application.

Mission/post/organisation

Address

Name of contact person

Mobile phone number

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.

We'll pay your refund by direct deposit to your mission/post/organisation's Australian bank account. If you don't have an Australian bank account, contact us to discuss alternative payment options.

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.

❗ You need to submit tax invoices with your application. They should be numbered and presented in the same order as your schedule with one total for each claimant per Product code. We will return any original tax invoices received to your mission/post/organisation when we have processed yours claim.

Send your completed forms to us at:

Secure data transfer:

Contact us on itcs@ato.gov.au to set up a secure data transfer. Do not send your claim by email. You should be aware that the internet isn't a secure environment. We don't control the path of inbound and outbound emails, so we can't guarantee the privacy of personal information sent by email. You should be aware of this risk if you choose to communicate with us by email and include your personal details.

Mail:

**ITCS
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

Applications must be signed by an applicant or by an authorised representative on behalf of the applicant. Your mission stamp must be applied.

Full name

Date Day / Month / Year

Declaration

- Applicant *I declare that all the information I have given in this statement, including any attachments, is true and correct.*
- OR
- Authorised agent by the applicant *I declare that: this document has been prepared in accordance with information supplied by the authorised applicant; I have received a declaration from the authorised applicant authorising me to complete this form and stating that the information provided to me is true and correct; I am authorised by the authorised applicant to give this document to the Commissioner of Taxation.*

Signature

You MUST SIGN here

Mission stamp

Mission stamp

Schedule for general purchases

	Official or personal	Surname	Given name	Name of Supplier and Description of items	Tax Invoice No.	Purchase date	Product code	WET (if applicable)	Total Purchase Amount	GST	ATO Use Only
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

Product codes

A Alcohol & Tobacco	W Wine	RG Removal of Goods
R Commercial Rent	M Mail Services	C Construction & Renovation
E Electricity & Gas	T Telecommunications	G General Goods
FC Freight & Cartage	P Protective Services	

Find out more

For more information about the ITCS visit our website at ato.gov.au/itcs