



# Application for refund under indirect tax concession scheme (ITCS) – Motor vehicle 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 ■ Place X in ALL applicable boxes.

Mission/post/organisation

Name of contact person

Address

Mobile phone number



Complete the schedule for vehicle purchases overleaf.



If you sell or dispose of the vehicles listed in this application within three years of the date you bought them, you will need to repay: any customs duty you claimed an exemption for any goods and services tax (GST) and luxury car tax (LCT) that you paid and claimed a refund for.



You can obtain a copy of the *Application for the purchase of a motor vehicle under privilege* from the Department of Foreign Affairs and Trade website [www.dfat.gov.au](http://www.dfat.gov.au)



You need to submit original tax invoices with your application. We will return original documents to your mission/post/organisation when the claim has been processed.

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 only pay refunds when accompanied by the original tax invoice showing the following:

- any amount of GST and LCT paid
- the invoice has been paid in full, or the original receipts indicating that the purchase price of the vehicle has been paid in full
- if financed, a copy of your loan, lease or hire purchase contract
- a copy of your *Application for the purchase of a motor vehicle under privilege* form approved by both the Department of Foreign Affairs and Trade and the Australian Border Force for imported vehicles or second-hand vehicles.

Send your completed forms to us at:

**Secure data transfer:**

Contact us on [itcs@ato.gov.au](mailto: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](http://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.

**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.*

Full name

Date   /   /

Signature

**You MUST SIGN here**

**Mission stamp**

## Schedule for vehicle purchases

	Make, model and year of manufacture	Official or personal	Surname	Given name	Date of purchase	LCT (if applicable)	GST	Total Purchase amount	ATO use only column
Vehicle 1									
Vehicle 2									
Vehicle 3									
Vehicle 4									
Vehicle 5									

## Claim checklist

Place  in ALL applicable boxes.

Required documents	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4	Vehicle 5
<b>Approved</b> <i>Application for the purchase of a motor vehicle under privilege</i> form attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Original</b> invoice from dealer attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Original</b> receipts or proof of full payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If financed, a copy of your loan, lease or hire purchase contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Find out more

For more information about the ITCS visit our website at [ato.gov.au/itcs](https://ato.gov.au/itcs)