HST guidelines for Quebec and Nunavut branches

If taxable activities are held in Quebec or Nunavut, the new HST rules for "interprovincial" trips should be observed. (See <u>HST Guidelines</u> – page 7).

The definition of Taxable Revenue remains the same – an overnight activity (for any age) or a day activity where the majority of the participants are 15 and over. If the activity occurs in Quebec or Nunavut you should collect 5% (GST only) on top of the camp fee instead of the 13% (as previously communicated).

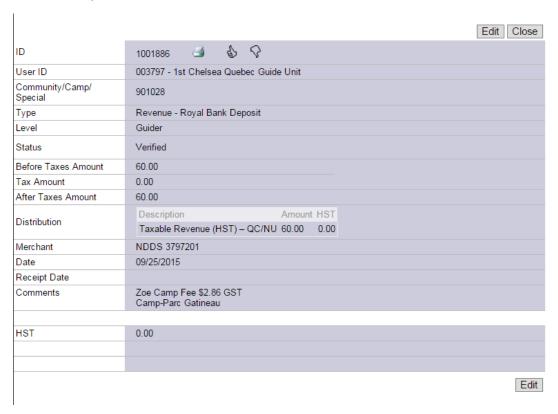
REVENUE/DEPOSITS

There is no automatic way of remitting the taxes to the CRA for 5% tax. When the Webform system extracts the taxes from Taxable Revenue, it is hard-coded to take 13%.

NEW:

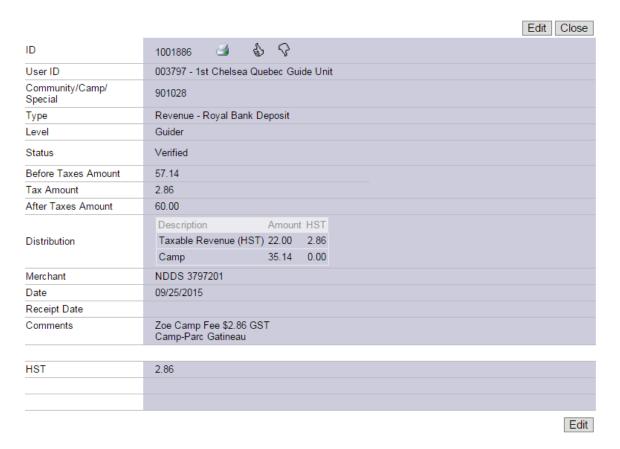
There is a new deposit allocation called "Taxable Revenue (HST) – QC/NU" which should be used. Code the revenue to "Taxable Revenue (HST) – QC/NU" and indicate the amount of taxes collected from the participants in the comments section. Also indicate where the camp is taking place.

In this example, the unit charged \$60 (including GST) to each participant. Which is \$57.14 + \$2.86 GST **Treasurer keys:**



When the Unit Banking Clerk (UBC) verifies the deposit, she will make some calculations and reallocate the deposit to **Taxable Revenue (HST)** and **Camp**. (She will change the deposit allocation so that the correct amount of tax is submitted to the CRA, the rest will be credited to Camp Revenue).

UBC changes to:



<u>Please note</u>: If you do a sleepover or camp in Ontario (Camp Woolsey, Museum of Science and Technology etc.), you will need to charge 13% and key the whole amount to Taxable Revenue and extract HST (<u>Quick Tip 24</u>). For this reason, you should always indicate where the camp occurred.

EXPENSES for Taxable Activities

Nothing changes on the expense side for taxable activities whether they are done in Quebec, Nunavut or Ontario. The expense should be keyed to **ITC Expense**. Key the HST to the HST field or the GST to the GST field. (If there is QST applied on a receipt, it will need to be added to the Pre-Tax amount of the expense transaction).