

GST Direct Process and Benefits

Process

The customer must fill out a GST Agreement form on their **letterhead** (if available) and remit back to PS Customs Broker. **Please fax filled out agreement back to (905) 795-9405.**

We will submit the form to CCRA (Canada Border Service Agency) on behalf of our customer. CBSA processing time for approval is 30-40 days.

All future invoices will show GST amount in separate box, but it will no longer calculate in the total.

PS Customs Broker will fax a copy of the K84 statement to the customer on the 25th of each month.

The K84 statement will detail the amount of GST payable for the previous 30 day period.

The customer will then forward a cheque, payable to the Receiver General, to PS Customs Broker. This cheque must be received by our office **prior to the last day of each month.**

PS Customs Broker will submit payments to the Receiver General on our client's behalf.

The remaining balance on each invoice, excluding GST, is payable to the PS Customs Broker according to previously agreed upon terms.

Benefits

GST Direct can greatly reduce the costs of administration work. There is one GST payment once a month.

The input tax credit is calculated much easier, and can normally be taken in the next month. The input tax credit may be calculated easily based on one summary total per month, as opposed to an accumulation of invoices. The same figure paid off the K84 statement may be submitted for the input tax credit.

GST Direct simplifies the processes of a GST audit. The K84 is a government generated statement, which is supportive of compliance and provides an effective audit trail. This would assist in simplifying the processes of gathering any supportive documents should they be required.

LICENSING, EXPORT AND ACCOUNTING POLICY DIVISION

**BROKERS LICENSING AND
ACCOUNT SECURITY PROGRAMS**

PHONE LIST August 8 , 2007

NAME	PHONE NUMBER	OFFICE NUMBER
Eron Main Manager	613-941-4789	10-023
Andrew Macdonald Senior Program Officer	613-952-2734	10-009
Laurie-Ann Rodier Senior Program Officer	613-948-7887	10-062
Lori Myers Program Assistant	613-941-5500	10-063
Wendy Keiller Program Assistant	613-954-7039	10-046
Erin Thompson Program Officer	613-946-1503	10-010
Aleksandra Vucic Administrative Assistant	613-954-2436	10-008

Fax Number 613-946-0242
150 Isabella Street, 10th floor
K1A 0L8

PS Customs Broker Inc.
257-7025 Tomken Road,
Mississauga, Ontario L5S 1R6

Attn: _____

This will confirm our arrangement with respect to the payment of the taxes levied under the Excise Tax Act (GST) on imported goods which you will clear through Revenue Canada on our behalf under your account security privileges.

We agree to provide you separate payment by cheque for the full amount of the GST owing on these goods. The cheque will be made payable to the Receiver General of Canada and will be available for remittance to Revenue Canada, through you, by the last business day of the month to which the billing period applies.

This will acknowledge that under this arrangement, failure to provide such payment by the due date of the billing period will result in the assessment of interest on the outstanding amount. We accept full responsibility and liability for the payment of interest assessed in this way.

We further acknowledge that non-payment of any and all amounts may result in the loss of privileges for the release of future importations on our behalf, whether prior to the payment of duties and taxes or otherwise, until debts including interest charges have been paid in full to Revenue Canada.

In the event that payment is not provided within the required time limit, Revenue Canada may contact _____ at _____ or by fax at _____.
Our importer/business number is _____ and the average monthly GST payable is _____.

Thank you

Yours truly,

Signature

Dated