



Geo. H. Young & Co. Ltd.

Custom Brokers, Trade Consultants

809-167 Lombard Avenue

Winnipeg MB R3B 3H8

Phone: (204) 947-6851 • Fax: (204) 947-3306

To clients providing a GST letter to Canada Revenue Agency through Geo. H. Young & Co. Ltd.

Please read the attached GST letter concerning your payment responsibilities.

Kindly note that once this letter has been submitted and appointed by Canada Revenue Agency you are then responsible to pay the GST on all imported goods released during the current period, the cut-off being the 25th of the month. A cheque must be issued payable to the Receiver General for Canada by the last business day of the month and received in our office no later than 11:00 a.m. on that day.

On the 25th or 26th of each month a report will be faxed to you detailing what goods were released during the month. This is called a K84 Report. The accounting period for this K84 is from the 25th of one month to the 24th of the following month.

Should you not wish to pay your GST outlay directly to the Receiver General but would rather pay direct to GHY International, then please complete both the attached GST Letter and the supplied supplemental letter. Our firm will then pay your GST & duty (if any) obligations to CRA on your behalf directly.

If you should have any further questions please do not hesitate to contact us.

Yours truly,

GHY International

Completing the GST Letter: Note that the attached is a fillable PDF form. Once completed, print onto your own company letterhead, sign and return the original to our office, retaining a copy for your own files.

GST AGREEMENT

_____ (Legal Name & Operating Name)

_____ (Address)

_____ (City, Province, Postal Code)

TO: Geo. H. Young & Co. Ltd.
Corporate Head Office
809-167 Lombard Avenue
Winnipeg, MB R3B 3H8

Date

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 Canada Revenue Agency on our behalf using your release prior to payment privileges.

We agree to provide you with 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 for Canada and will be available for remittance to Canada Revenue Agency, 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 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 this option for the release of future importations on our behalf, whether prior to payment of duties and taxes or otherwise, until all debts including interest charges have been paid in full to Canada Revenue Agency.

In the event that payment is not provided within the required time limits, Canada

Revenue Agency may contact: _____
(Contact Person)

at _____ or by fax at _____
(Phone Number) (Fax Number)

Our Business Number is _____ RM – _____

Print Name: _____ Signature: _____

Title: _____ Date: _____