



Application for refund under indirect tax concession scheme (ITCS) – **Motor vehicle claim**

INTERNAL USE ONLY							
Claim number							
Date	<table border="0"> <tr> <td style="text-align: center;">Day</td> <td style="text-align: center;">Month</td> <td style="text-align: center;">Year</td> </tr> <tr> <td style="text-align: center;">□□ / □□ / □□□□</td> <td></td> <td></td> </tr> </table>	Day	Month	Year	□□ / □□ / □□□□		
Day	Month	Year					
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Signature							

WHEN COMPLETING THIS FORM

- Print clearly in BLOCK LETTERS using a black or blue pen.
- Place X in ALL applicable boxes.

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. All your general purchase information needs to be in this format. Send us all your schedule pages in your application.

Mission/post/organisation	<input style="width: 100%;" type="text"/>		
Address	<input style="width: 100%;" type="text"/>		
Name of contact person	<input style="width: 95%;" type="text"/>	Phone	<input style="width: 95%;" type="text"/>

➤ 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.

Customs will tell you how much to pay.

➤ 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, Australian Customs and Border Protection Service and ATO websites as well as Australian Customs and Border Protection Service shopfronts.

⚠ 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.

Send your completed forms to:
ITCS Processing Team
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

We will pay refunds into a single nominated bank account in the name of the mission/post/organisation. Only in special circumstances will we pay claims by cheque drawn in favour of the mission/post/organisation.

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
- the finance contracts if you are leasing or using hire purchase.

For new imported vehicles, you need to include a copy of the *Application for the purchase of a motor vehicle under privilege* form approved by both the Department of Foreign Affairs and Trade and the Australian Customs and Border Protection Service.

For new Australian manufactured vehicles or second-hand vehicles, the **original** *Application for the purchase of a motor vehicle under privilege* form approved by both the Department of Foreign Affairs and Trade and the Australian Customs and Border Protection Service.

Declaration

I declare that all the information I have given in this statement, including any attachments, is true and correct.

Applications must be signed by the head of mission/post/organisation or by an authorised officer on behalf of the head of mission/post/organisation and your mission stamp must be applied.

Name	<input style="width: 95%;" type="text"/>		
Signature	<input style="width: 95%;" type="text"/>		
Date	Day	Month	Year
	□□ / □□ / □□□□		

Mission stamp

Schedule for vehicle purchases


	Make, model and year of manufacture	Specify if for official or personal use	If for personal use, name of the accredited officer or family member	Date of purchase	LCT (if applicable)	GST	Cost
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
Approved <i>Application for the purchase of a motor vehicle under privilege form attached</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Original invoice from dealer attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Original receipt/s or finance contracts attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance contracts if leasing or using hire purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

-  For more information about the ITCS:

 - visit our website at ato.gov.au/itcs
 - phone **1300 880 283**.