

Instructions and General Information

1. An application for assistance must be based on purchases of gasoline or propane made during the reporting period. These are subject to audit verification.
2. Applications may be submitted twice a month. The date to be inserted in the space provided for "period ending" should be no later than the date shown on the last invoice for which a claim is being made during the month, or a date not exceeding the last day of the month.
3. When the business consists of a bulk operation and service station operation, separate application must be completed for each.
4. The gasoline or propane supplier's invoices must be forwarded with the application. Following our examination, these invoices will be returned for your records.
5. The supplier's invoice must contain the following information:
 - i) the name and address of the supplier;
 - ii) the date of the purchase;
 - iii) an invoice number;
 - iv) the name and address of the service station;
 - v) the number of litres of gasoline or propane purchased; and
 - vi) the total amount of the gasoline or propane tax charged.
6. Record the address of your service station in the space provided.
7. Date, sign, and return two copies of the application form with invoices to the address at the bottom of this page. Retain the third copy of the application for your records.
8. Correspondence should be directed to:

Saskatchewan Finance
Revenue Division
2350 Albert Street
Regina, Saskatchewan
S4P 4A6
9. For phone inquires call 1-800-667-6102, ask for extension 7686, or in Regina call (306) 787-7686.