

## Sample letter - Direct Payment of GST

*(transcribe to your letterhead)*

Date:

Mr. Patrick Mines  
P.Mines Customs Services Inc.  
P.O.Box 1197  
Fort Erie, Ontario,  
L2A 5Y2

### Reference: Direct Payment of GST on Imported Goods

Dear Mr. Mines,

This letter 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 Customs and 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 Customs and 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 Customs and Revenue Agency.

In the event that payment is not provided within the required time limits, Canada Customs and Revenue Agency may contact \_\_\_\_\_ *(name of contact)*  
at \_\_\_\_\_ *(Telephone Number)* or by fax at \_\_\_\_\_ *(Fax Number)*

Our Business Number is \_\_\_\_\_ RM \_\_\_\_\_.

Yours truly,  
*(signature name & title of authorized officer of the company)*