

Instructions for Completion

This form is used by Canadian customers to request a credit (allowance) from Stuart Rush for costs they incurred when acting as Importer of Record for shipments of Stuart Rush products from the USA into Canada. Eligible cost categories include Canadian import surtax, customs duties/tariffs, freight charges, and applicable Canadian sales taxes (GST, HST, QST).

How to complete this form:

1. Complete every field shaded yellow on pages 1–2 — these are the customer input fields. Click a field and type; use Tab to move to the next one.
2. In Section 3, itemize each cost you are requesting a credit for. Select the currency from the dropdown and enter the amount. The Total Requested Credit calculates automatically in Adobe Acrobat or Reader; if you are using another PDF viewer, enter the total yourself.
3. In Section 4, indicate which supporting documents are attached (select Yes or No from the dropdown) and reference the file name for each.
4. Complete Section 5 to certify the request (typed name and date). A handwritten signature is also acceptable if you print the form.
5. Save the completed PDF and email it, along with all supporting documentation listed in Section 4, to your Stuart Rush account representative (accountsreceivable@stuart-rush.com).
6. Do not complete Section 6 — that section is reserved for Stuart Rush internal review and approval.

Legend

-  Customer input required — click and type into this field.
-  Stuart Rush internal use only — customers should leave these fields blank.
-  Pre-set label or calculated field — do not edit.

Example — Section 3 (Itemized Cost Breakdown) filled in correctly:

Cost Category	Reference / Invoice #	Currency	Amount
Canadian Surtax	INV-2026-04871	CAD	\$1,250.00

Questions about eligibility or this form: contact your Stuart Rush account representative or accountsreceivable@stuart-rush.com.

Importer of Record (IOR) Allowance Request Form

For Canadian customers requesting a credit for costs incurred importing Stuart Rush products from the USA into Canada (surtax, tariffs, freight, GST/HST/QST, and other charges).

Form Date:		Stuart Rush Request # Internal Use only:	
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SECTION 1 — CUSTOMER / IMPORTER OF RECORD INFORMATION

Customer / Company Name:			
Bill-To Account Number:		Contact Name:	
Contact Email:		Contact Phone:	
Mailing Address:			
City / Province:		Postal Code:	

SECTION 2 — SHIPMENT / IMPORT DETAILS

Stuart Rush Invoice / Sales Order #:		Customer Purchase Order #:	
Canada Customs Coding Form (B3) #:		Carrier / Waybill #:	
Date of Importation:		Canadian Port of Entry:	
Country of Export:		Carrier / Freight Company:	
Product Description / SKU(s):			

SECTION 3 — ITEMIZED COST BREAKDOWN

Cost Category	Reference / Invoice #	Currency	Amount
Canadian Import Surtax			
Customs Duties / Tariffs			
Freight Charges			
GST (Goods and Services Tax)			
HST (Harmonized Sales Tax)			
QST (Quebec Sales Tax)			
Other (specify below)			

TOTAL REQUESTED CREDIT (USD)

Note: If costs were incurred in USD, convert to CAD using the exchange rate in effect on the date of payment and note the rate used under "Reference / Invoice #" for that line.

SECTION 4 — SUPPORTING DOCUMENTATION CHECKLIST

Supporting Document	Attached?	Reference / File Name
Commercial Invoice		
Canada Customs Coding Form (B3)		
Customs Duty / Tax Payment Receipt		
Freight Invoice / Carrier Receipt		
Proof of Payment (bank or credit card statement)		
Other Supporting Documentation		

SECTION 5 — CUSTOMER CERTIFICATION

I certify that the costs itemized in Section 3 were incurred solely as a result of importing the referenced Stuart Rush products from the USA into Canada, are accurate and supported by the documentation provided, and have not been previously reimbursed or credited.

Signature:

Date:

Printed Name:

Title:

SECTION 6 — FOR STUART RUSH INTERNAL USE ONLY

Customers: leave this section blank.

Reviewed By:

Review Date:

Approved Credit Amount:

Credit Memo #:

Approval Notes:

Submit the completed form and all supporting documentation to (accountsreceivable@stuart-rush.com) within 30 days.