

A COMPLETED RETURN AND THE TAX COLLECTED must be received by TAX AND REVENUE ADMINISTRATION (TRA) on or before the 28th day following the end of the period covered by the return. The return may be filed by phone or may be mailed, delivered or faxed.

- To use the phone, you will require an Access Code issued by TRA and a touch-tone phone. Call TRA at (780)427-8700, or if calling long distance within Alberta, call 310-0000 then enter (780)427-8700. You will be connected to an automated attendant who will ask you to provide the information in the boxes below by pressing keys on your touch-tone phone. As you enter the information from your return, the system will validate the data, calculate the tax owing and provide you with a onfirmation number at the conclusion of the call. Record this confirmation number and retain along with this return and any supporting documentation. When filing by phone, DO NOT mail or deliver the original return.
- If faxing the return, be sure to fax both page 1 and page 2. FAX: (780)427-0348. When filing by fax, DO NOT mail or deliver the original return.
- If you do not wish to file using the phone or fax, returns and payments may be mailed or delivered to TAX AND REVENUE ADMINISTRATION, 9811 109 STREET, EDMONTON AB T5K 2L5.
- For your convenience, internet payment can be made via payment services provided by most major financial institutions in Canada. Please call TRA or contact your bank for further details.

1. Legal Name and Mailing Address 2. Facility Name 3. Location of Facility <i>(City/Town)</i>	6.	For Office Use Only	05
	7.		
	8.	Business Identification Number (BIN)	
	9.	Facility Code	
		<i>When phoning in your return, you will be prompted to enter your Access Code at this point.</i>	
	12.	Reporting Period Ending	
			Y Y Y Y M M

NOTE: If you have ceased operating this facility and this is your final return, please call TRA - Registries at (780)427-9412. If calling long distance within Alberta, call 310-0000 then enter (780)427-9412.

HOTEL ROOM TAX CALCULATION

Round to nearest dollar

20. Gross Revenue (excluding tax) from Accommodation Room Rentals _____

25. Taxable Rental Value of Complimentary Room Rentals _____
(e.g. For Trades People, Entertainers, etc)

30. Revenue from Accommodation Room Rentals Exempt from Tax _____
(e.g. Continuous 28 Day Room rentals, Direct Billings to Government of Canada)

35. Net Taxable Revenue (line 20 plus line 25 minus line 30) _____

40. Tax Calculation: 5% of line 35 (line 35 X 0.05) _____

45. Commission Earned: Amount on line 40 or \$25.00, whichever is less _____
(To be eligible for commission, this return and the tax collected must be received at TRA by the due date.)

50. **Net Hotel Room Tax Due** (line 40 minus line 45) _____

51. Payment made at any Financial Institution for this Reporting Period _____

52. Amount Enclosed _____

20		00
25		00
30		00
35		00
40		00
45		00
50		00
51		00
52		00

If filing this return by phone:

Confirmation Number issued by TRA: _____
(Record the transaction identification number provided by TRA for future reference)

Return information provided by: _____ Date provided at TRA: _____

If filing this return by mail, hand or fax:

I hereby certify that, as an authorized representative of this business and to the best of my knowledge and belief, the information contained in this return is true and correct and that all relevant facts have been revealed.

Signed: _____ Date: _____

Contact Person: _____ Telephone No.: () _____

Personal information is collected on this form for the purpose of administering the Hotel Tax Act. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. Questions about the collection of this information should be directed to the telephone numbers and address listed at the top of this form.

GENERAL INSTRUCTIONS

- Line 20 - Enter the total of all accommodation room rentals, but exclude tax and amounts for all other charges (meeting rooms, banquet rooms, entertainment, meals, liquor, etc.) whether charged separately or included in packaged charges with room rentals.
- Line 30 - Enter the total of any accommodation room rentals which are exempt from tax (occupied by the same individual(s) for 28 days or more, paid for directly by the Government of Canada or rented by a foreign diplomatic mission). Any exemptions from tax must be supported by relevant documentation which must be retained with your records. The reason must be stated on the invoice copy which you keep. If you fail to follow this procedure you may be assessed an amount equal to 5% of the room rental.
- Line 50 - If the calculations result in a NIL tax due, the completed tax return is still required to be filed.
- Line 51 - If you are paying your hotel room tax for this reporting period at a financial institution, then enter the amount of the payment on this line.
- Line 52 - If you are submitting a cheque with this return, enter the amount of the cheque on this line. Do not enter amounts paid at a financial institution on this line.
- Adjustments for prior periods must be submitted on an amended tax return.

Teller's Date Stamp