

TOURISM LEVY RETURN

Tourism Levy Act

A COMPLETED RETURN AND THE LEVY 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 levy owing and provide you with a confirmation 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.

٠	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.	6. ■	05			
1.	Legal Name and Mailing Address	7. ■				
		8. ∎	Business Identification Number (BIN)			
		9. ■	Establishment Code			
			When phoning in your return, you will be prompted to enter your Access Code at this point.			
2.	Establishment Name					
		12.	Reporting Period Ending			
3.	Location of Establishment					
	(City/Town)		Y Y Y M M			
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NOTE: If you have ceased operating this estab; ishment and this is your final return, please call us at (780)427-3044. If calling long distance within Alberta, call 310-0000 then enter (780)427-3044.

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BIN: [Establishment Code: Rep	orting Period Endi	ng: 🕒					
		Round to nearest dollar						
TOURISM LEVY CALCULATION 20. Gross Revenue (before GST and L	evy) from Accommodation purchased	•	20		00			
25. Rental Value of Complimentary Ro (e.g. For contractors working for the op	5. Rental Value of Complimentary Room Rentals (e.g. For contractors working for the operator)		25		00			
80. Revenue from Accommodation Room Rentals <u>Exempt</u> from Levy			30		00			
	Net Rental Revenue (line 20 plus line 25 minus line 30)		35		00			
50. Tourism Levy Due: 4% of line 35 (line 35 X 0.04) 51. Payment made at any Financial Institution for this Reporting Period		•	50		00			
			51		00			
52. Amount Enclosed			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>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.</i>								
Signed:		Date:						
Contact Person:		Telephone No.:	()				
The personal information that you provide on this form will be used for the purpose of administering the Tourism Levy Act and Regulations. It is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (RSA 2000). It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information you can contact Tax and Revenue Administration at the telephone numbers and address listed above.								

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GENERAL INSTRUCTIONS

- Line 20 Enter the total of all accommodation purchased. The value of the accommodation purchased should exclude GST and the Tourism Levy and other charges (for example: meeting rooms, entertainment, meals, liquor, etc) not reasonably attributible to lodging.
- Line 30 Enter the total of any accommodation room rentals which are exempt from levy (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 levy 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 4% of the room rental.
- Line 50 If the calculations result in a NIL tourism lev due, the completed tax return is still required to be filed.
- Line 51 If you are paying your tourism levy 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.

If you are paying in person or on-line at a financial institution, you are still required to file a copy of your return by either mail or fax by the 28th day of the month following the period end.

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