Alberta FINANCE
Tax and Revenue Administration

PROPANE RETAILER CLAIM
FOR REFUND OF PROPANE TAX

In order to obtain a refund of propane tax paid where the propane was not sold through a vehicle dispensing system, a propane retailer must provide certain information to Tax and Revenue Administration (TRA).

INSTRUCTIONS FOR MAKING A CLAIM WITH TRA:

- Complete the Calculation on Non-Taxable Propane Volumes Daily Worksheet (form AT385 or equivalent) for each day in the claim period. **Note that you may only make a refund claim when the last number in column O on the daily worksheet is 1,540 or more AND there are seven or more days in the claim period.** Once these minimum requirements are met, carry forward the necessary information to complete this form.

- Call TRA at 427-8700 using a touch tone phone. To avoid long distance charges if calling **outside the Edmonton calling area** but within Alberta, call 310-0000 then enter (780)427-8700.

- You will be connected to an automated attendant which will ask you to provide the information in the boxes below by pressing the keys on your touch-tone telephone. Should the automated system not be available, you will be connected to an operator who will ask you for the information.

- Record the claim confirmation number that TRA will provide at the conclusion of your call. This document, the daily worksheet and supporting documentation for any meter servicing must be retained and made available to TRA upon request.

If you require assistance or if you do not have access to a touch tone phone, call (780)427-3044. To avoid long distance charges if calling outside the Edmonton calling area but within Alberta, call 310-0000 then enter (780)427-3044. Fax (780)427-0348.

Retail Outlet Name: _____

Business Identification Number: **1** [_____]

Retail Outlet Location Code: **2** [_____]   If this retail outlet was registered as a member of a group, then enter your retail outlet location code. Otherwise, leave this box blank.

When phoning in your claim, you will be prompted by the automated attendant to enter your Access Code at this point.

CLAIM PERIOD: Beginning: **3** [Year Month Day]   Ending: **4** [Year Month Day]
MUST be the day after the end of the previous claim period

Total tax-included litres of propane purchased since the last claim
(Enter the last value from column E on the worksheet)   **5** [_____] Litres

Number of tax-included litres of propane dispensed through totalizer(s)
(Enter the last value from column N on the worksheet)   **10** [_____] Litres

Refund claim amount
(Enter the dollar amount from the Refund Calculation on the worksheet) $ _____

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

Date this claim was phoned into Tax and Revenue Administration: _____

Phoned in by: _____