



SOCIAL SERVICE TAX RETURN

Under the Social Service Tax Act

Business Number	
Registration Number	R
DUE DATE	
<small>To avoid penalty & interest, see below</small>	
Period Covered	



Questions?
Call the Consumer Taxation Branch:
In Vancouver 604 660-4524
Outside of Vancouver 1 877-388-4440



Refer to **Bulletin SST 032** for instructions on completing the tax return. It is available from any branch office or on our Web site: www.sbr.gov.bc.ca/ctb



Mail the Remittance Form, your payment, and any required documentation to:
The Commissioner, Social Service Tax
PO Box 9443 Stn Prov Govt, Victoria BC V8W 9W7

NO Tax Collectable in this Period? You Must Still File a "NIL" Return.

Mail or fax (250 356-1330) **both sides** of this Remittance Form to the branch.

To Avoid Penalty and Interest:

For your return to be considered on time, the following is required:
■ mailed returns with payment must be postmarked on or before the due date; OR
■ if not mailed, returns with payment must be received and date stamped by a Consumer Taxation Branch or Government Agents office, on or before the due date.

In all cases, payments must be negotiable on or before the due date. If your tax return is late, you may be assessed a penalty equal to 10% of the tax due. Commission will be disallowed and interest assessed. If you do not receive a tax return for a reporting period, you still must pay your taxes by the due date. Provide all information normally provided on the return. A blank form is available on our Web site at: www.sbr.gov.bc.ca/ctb/forms.htm. Financial institutions cannot process returns printed off the Internet. Mail, fax, or bring this form to any Consumer Taxation Branch or Government Agent's office.

Commission Eligibility:

Each business (legal entity) may claim only one commission for each reporting period, even if it has more than one registration number and files more than one tax return. Claim the commission only on the registration number specified by the branch.

Freedom of Information and Protection of Privacy Act (FOIPPA)

The personal information on this form is collected for the purpose of administering the Social Service Tax Act under the authority of both this Act and section 26 of the FOIPPA. Questions about the collection or use of this information can be directed to the Information and Privacy Analyst, FOI Section, Ministry of Small Business and Revenue, PO Box 9432 Stn Prov Govt, Victoria, BC V8W 9N6. (Telephone: Victoria at 250 953-3671, Vancouver at 604 660-2421 or toll-free at 1 800 663-7867 and ask to be re-directed.) Email: FOI.QRYS@gov.bc.ca

FIN 400/WEB Rev.2006/8/1

DETACH HERE AND FORWARD WITH YOUR PAYMENT



Remittance Form SOCIAL SERVICE TAX RETURN

Registration Number	R
DUE DATE	
<small>To avoid penalty & interest, see above</small>	
Period Covered	
If filing period is different, enter the correct period	mm / dd / yy to mm / dd / yy
ENTER AMOUNT PAID	

Make cheque or money order payable to Minister of Finance (OVER)



Legal Name of Business

Business Closed – permanently or temporarily?

YES? Check the box and do the following:

- **Notify us that you have closed your business** or you will continue to receive tax returns that you must file even if no tax is due. If you DO NOT file the returns, you will be assessed for the estimated tax collected, penalty and interest.
- **Please mail or fax (250 356-2195) the following information:**
 - 1) vendor name and registration number; 2) date of closure; 3) reason for closure; and 4) if sold, provide name, address, and phone number of purchaser.

NO Tax Collectable in this Period? You must still file a "NIL" return. See above for more details.

Complete both sides of Remittance Form

Social Service Tax Return Worksheet

STEP 1	Total Sales Enter your taxable, non-taxable, and exempt sales in Box A. This includes in-province and out-of-province sales.	Total Sales <input style="width: 80%;" type="text"/> A												
STEP 2 "NIL" Return: You must file this return even if NO tax was collectable. You can mail or fax (250-356-1330) both sides of the Remittance Form. <u>Write your registration number on all pages.</u>	Tax Collectable on Sales Enter all tax that you have collected or should have collected (e.g., credit sales) in Box B. This includes tire and battery levies. Refer to Bulletin 032 for details regarding what to include on this line.	Tax Collectable on Sales <input style="width: 80%;" type="text"/> B												
	Commission (To deduct commission, you must submit your return and pay in full by the due date.) <table style="width:100%; border: none;"> <tr> <td style="width:30%;">If Box B is . . .</td> <td style="width:40%;">Enter in Box C . . .</td> <td style="width:30%;"></td> </tr> <tr> <td>\$11.00 or less</td> <td>Amount of tax collectable</td> <td style="text-align: right;">Commission <input style="width: 80%;" type="text"/></td> </tr> <tr> <td>\$11.01 – \$333.33</td> <td>\$11.00</td> <td style="text-align: right;">C</td> </tr> <tr> <td>More than \$333.33</td> <td>3.3% of tax collectable. Maximum amount is \$99.00</td> <td style="text-align: right;">B – C = D <input style="width: 80%;" type="text"/></td> </tr> </table>	If Box B is . . .	Enter in Box C . . .		\$11.00 or less	Amount of tax collectable	Commission <input style="width: 80%;" type="text"/>	\$11.01 – \$333.33	\$11.00	C	More than \$333.33	3.3% of tax collectable. Maximum amount is \$99.00	B – C = D <input style="width: 80%;" type="text"/>	B – C = D <input style="width: 80%;" type="text"/> D
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\$11.01 – \$333.33	\$11.00	C												
More than \$333.33	3.3% of tax collectable. Maximum amount is \$99.00	B – C = D <input style="width: 80%;" type="text"/>												
Net Tax Due on Sales	D													
STEP 3	Purchase Price of Taxable Goods Used for vendor's consumption on which NO social service tax has been paid. Enter this amount in Box E	Purchase Price of Taxable Goods <input style="width: 80%;" type="text"/> E												
	Tax Due on Purchases Enter tax on vendor's consumption purchases in Box F	Tax Due on Purchases <input style="width: 80%;" type="text"/> F												
	Tax Payable Before Adjustments	D + F = G <input style="width: 80%;" type="text"/> G												
STEP 4	Adjustments Only two adjustments can be taken. Any others will be disallowed. Check the applicable box(es) and enter the appropriate amount(s). You must keep documentation supporting each adjustment, for audit purposes. You must provide the documentation on request.	H <input style="width: 80%;" type="text"/> I <input style="width: 80%;" type="text"/> = H + I = J <input style="width: 80%;" type="text"/> J												
	<input type="checkbox"/> Goods Returned within 90 Days <input type="checkbox"/> Bad Debt Write-Off	Total Adjustments												
	Total Adjustments	J												
STEP 5	Total Amount Due (Enter the amount paid on front of Remittance Form) Make cheque or money order payable to: Minister of Finance A \$20 fee will be charged for dishonoured cheques.	G – J = K <input style="width: 80%;" type="text"/> K												

Please proceed to Remittance Form below and fill in information from worksheet as directed



REMITTANCE FORM – Summary from Social Service Tax Return Worksheet

Please write your Registration No. R	Total Sales (Enter amount from Box A) <input style="width: 80%;" type="text"/> Tax Collectable on Sales (Enter amount from Box B) <input style="width: 80%;" type="text"/> Commission (Enter amount from Box C) <input style="width: 80%;" type="text"/> Purchase Price of Taxable Goods for Vendor's Consumption (Enter amount from Box E) <input style="width: 80%;" type="text"/> Tax Due on Purchases (Enter amount from Box F) <input style="width: 80%;" type="text"/> Adjustments (Enter amounts from Boxes H, I & J) <input type="checkbox"/> Goods Returned within 90 Days <input type="checkbox"/> Bad Debt Write-Off For Office Use <input style="width: 80%;" type="text"/> Total Amount Due (Enter amount from Box K) <input style="width: 80%;" type="text"/>	A <input style="width: 80%;" type="text"/> B <input style="width: 80%;" type="text"/> C <input style="width: 80%;" type="text"/> F <input style="width: 80%;" type="text"/> J <input style="width: 80%;" type="text"/> K <input style="width: 80%;" type="text"/>
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CERTIFICATION: I certify that the information I have provided on this form is true and correct, knowing that there are penalties for false statements.

Signature: **X** _____ Print Name: _____ Daytime Telephone: () _____