

Propane retailers must register with Tax and Revenue Administration to be eligible to claim a refund of fuel tax on propane purchased tax-in but sold tax-out (i.e. cylinder fills). **Retailers that will not be making any refund claims do not need to register.**

A retailer can submit a separate registration for each retail outlet or can submit a "group registration" for all retail outlets under its legal control. For each registration, this completed form and the Application for Direct Deposit (form AT4812) must be submitted to:

TAX AND REVENUE ADMINISTRATION, 9811 109 ST, EDMONTON AB T5K 2L5. Fax (780)427-0348.

Once the registration is approved, the retailer will get directions on how to claim tax refunds.

If you require assistance, telephone (780)427-9412. If calling long distance within Alberta, call 310-0000 then enter (780)427-9412.

<p>1 Full Legal Name of Corporation, Partnership or Individual <input type="checkbox"/> (surname, first name) _____</p> <p>2 Operating Name of Business (only if different from above) <input type="checkbox"/> _____</p> <p>3 Type of Ownership (please check) <input type="checkbox"/> Corporation: _____ <small>Alberta Corporate Account Number</small></p> <p><input type="checkbox"/> Proprietorship</p> <p><input type="checkbox"/> Partnership, number of partners: _____</p> <p><input type="checkbox"/> Other, specify: _____</p> <p>4 What date did you start operating the business? <input type="checkbox"/> Y Y Y Y M M D D _____</p> <p>5 If, after 1996, this business was purchased/taken over from another person/company, provide their name: <input type="checkbox"/> _____</p> <p>Date of change of ownership: Y Y Y Y M M D D _____</p>	<p>6 For Office Use Only <input type="checkbox"/></p> <p>7 LPG Retailer Account Number: (pre-1997) <input type="checkbox"/></p> <p>8 Are you an exempt sale retailer for propane for the Alberta Indian Tax Exemption program? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>9 Do you have CSA approved totalizer meters on all tanks that dispense propane for motive purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>10 Specify your suppliers of propane: <input type="checkbox"/> _____</p>
<p>11 Mailing Address <input type="checkbox"/></p> <p>Street _____ City/Town _____</p> <p>Province _____ Postal Code _____ Telephone Number _____ Fax Number _____ () ()</p>	
<p>12 Location of Books and Records: <input type="checkbox"/> Street _____</p> <p>City/Town _____ Province _____ Postal Code _____</p>	

Personal information is collected on this form for the purpose of administering the Fuel 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 Registries at the telephone numbers and address listed at the top of this form.

SINGLE OUTLET REGISTRATION INFORMATION:			Estimated Total Annual Propane Sales (Litres)	Estimated Annual Taxable Propane Sales (Litres)	Estimated Annual Non-Taxable Propane Sales (Litres)	Nbr. of Propane Tanks	Any Tanks Dedicated to Non-Motive Fills? (Yes or No)
Full Address of Retail Outlet							
street address	city/town	postal code					

GROUP OUTLET REGISTRATION INFORMATION: (attach an additional list if space is insufficient)								
Retail Outlet Name	Full Address of Retail Outlet			Estimated Total Annual Propane Sales (Litres)	Estimated Annual Taxable Propane Sales (Litres)	Estimated Annual Non-Taxable Propane Sales (Litres)	Nbr. of Propane Tanks	Any Tanks Dedicated to Non-Motive Fills? (Yes or No)
	street address	city/town	postal code					

For completion by both Single and Group Outlet Registrants

CERTIFICATION

I hereby certify that, to the best of my knowledge and belief the information contained in this form is true and correct.

Name: _____ (Please Print) Signed: _____ (Authorized Signing Officer) Date: _____

Title: _____ Telephone: _____ Fax: _____

INSTRUCTIONS

The refund of propane tax will only be processed via direct deposit to your bank account, therefore the Application For Direct Deposit (form AT4812) MUST also be completed and submitted with this registration form.