

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 Internet, by phone or may be mailed, delivered or faxed. Filing of the Tourism Levy Return and payment of the Tourism Levy must be made on time to avoid late filing penalty and interest.

- **To use the Internet to file your Tourism Levy Return, you will require a User ID and password. To register for Internet filing, please call TRA at (780)427-3044. If calling long distance within Alberta, call 310-0000 then enter (780)427-3044.**
- To use the phone to file Tourism Levy Return information, 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 Internet, 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	6. For Office Use Only	05
	7.	
	8. Business Identification Number (BIN)	
	9. Establishment Code	
2. Establishment Name	12. Reporting Period Ending	
3. Location of Establishment (City/Town)		Y Y Y Y M M

NOTE: If you have ceased operating this establishment and this is your final return, or for general enquiries, please call us at (780)427-3044. If calling long distance within Alberta, call 310-0000 then enter (780)427-3044.

BIN: _____ Establishment Code: _____ Reporting Period Ending: _____

Round to nearest dollar

TOURISM LEVY CALCULATION

20. Gross Revenue (before GST and Levy) from Accommodation purchased _____	20		00
25. Rental Value of Complimentary Room Rentals _____ (e.g. For contractors working for the operator)	25		00
30. Revenue from Accommodation Room Rentals <u>Exempt</u> from Levy _____ (e.g. Continuous 28 Day Room rentals, Direct Billings to Government of Canada)	30		00
35. 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) _____	50		00
51. Payment made at any Financial Institution for this Reporting Period _____	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 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.: () _____

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 on page 1.

AT317(Jun-06) *Internet*

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 attributable 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 levy due, the completed tax return is still required to be filed.
- Line 51 - If you are paying your tourism levy for this reporting period on-line at a financial institution, then enter the amount of the payment on this line. Payment cannot be made in person at a financial institution using this Internet form because of the financial institution's need for special encoded paper. When filing using forms printed from the Internet, payment must be made either on-line or mailed/delivered directly to Tax and Revenue Administration.
- 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.
- A late filing penalty may be charged for returns not received by TRA by the 28th day of the month following the period end. The late filing penalty is calculated as: (1) For returns up to and including 4 days late, the penalty is \$25 per day late. (2) For returns more than 4 days late, the penalty is the lesser of \$25 per day or the unpaid levy, with a minimum of \$100 (regardless of the unpaid levy) and a maximum of \$1,000. Interest is calculated on any unpaid penalty and tourism levy amount.
- 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 Internet, phone, mail or fax by the 28th day of the month following the period end.