

INSTRUCTIONS

Date Section (Column A):

- The first day to be shown for each subsequent claim must be the day after the last day shown on your previous claim. For new retailers, the first day to be shown in Column A must be the first day of business.

- Column A and all relevant subsequent columns must be completed for each day in the claim period.

Purchases Section (Columns B to D):

- Columns B, C & D are to be completed only for the days that **tax-included** LPG is purchased (delivered to you). If there are no deliveries made for a given day, then there will be no entries in the line for Columns B, C & D for that day. Abbreviate the supplier's name as necessary.

Sum Of Purchases Section (Column E):

- This column is a running total of all your tax-included propane purchases during the claim period. The amount to be entered is the total of amounts shown in Column D to that date.

Pump Readings Section (Columns F to I):

- The opening totalizer reading to be shown in Column G and I must be the same as the closing totalizer reading in Columns F and H on your previous claim. For new retailers, the amount to be shown in Columns G and I must be the readings at the start of business on the day you commenced operations.

- Space has been provided for two pumps. If you only have one pump, complete only Columns F and G and leave H and I blank. If you have more than 2 pumps, complete Columns F to I as applicable on additional worksheets and include those amounts in the totals shown in Columns L and M on the main worksheet.

- If a meter "rolls over", precede the closing meter reading with a "1" on the day the meter rolls over and for each closing reading for the remainder of the claim period. For example, if the meter reads "000,268" at the end of the day that the meter rolls over, record the closing reading as "1,000,268" and precede all remaining closing readings with a "1" in the claim period. On your NEXT CLAIM, carryforward the ACTUAL READING shown on the totalizer and DO NOT ADD THE "1" TO THE READINGS.

Meter Servicing Section (Columns J & K):

- This section is only to be completed when a pump's meter head or main board is serviced or replaced during the claim period.

- Record the closing totalizer meter reading **before the pump is serviced** in Column F or H, as the case may be. Continue to repeat this reading in this column until the end of the claim period. **For your next claim period carry forward your last meter reading from Column J to the opening column of the applicable pump that was serviced. Do not continue to report in the meter servicing columns for the next claim period.**

- In Column K, record the meter reading after the meter servicing and testing has been completed. This column need only be completed once. The meter reading should be the same reading as recorded on the gas fitter's workorder. You must retain a copy of this workorder and make it available to Tax and Revenue Administration (TRA) upon request.

- Column J is now the column you will use to record the closing meter reading on the day of servicing and on each remaining day in the claim period.

- On the first day of your next claim period, you will revert to using Columns F to I for the serviced meter. The closing reading in Column J should therefore be recorded as the opening meter reading in Column G or I on the next claim form.

Summary of Totalizer Readings (Columns L & M):

- Record the sums of the closing and opening totalizer readings from all of your pumps. For Column M, this will only be the sum of the first entries in Columns G & I and if there happens to be an entry in Column K.

Taxable Sales (Column N):

- For each line value in Column L subtract the "latest" value in Column M. For example, where there has not been any meter servicing done in the claim period, the only value in Column M will be on the first line. This value must be used in each line calculation for Column N. This column is your taxable sales dispensed through a totalizer.

Litres Available for Refund (Column O):

- Subtract your taxable sales, shown in Column N, from your LPG purchased tax-in, shown in Column E. The difference is the LPG purchased on which you have not collected tax and is the volume of LPG for which you may claim a refund of the tax.

- If this amount is negative, or is less than 1,540 litres, you do not qualify to make a claim and you should extend your claim period until the amount in this column becomes greater than 1,540 (which entitles you to a refund of \$100 or more).

Refund Calculation and Claim Procedure

- Calculate the refund to which you are entitled on the bottom of the worksheet. If you have followed the instructions in the previous section, this amount should exceed \$100.

- Enter the last day of the claim period at the top of the worksheet.

- Complete the Claim Summary (form AT384) and phone in your claim.

For Further Assistance

- If you have any questions about completing your claim form, call TRA Information Services at (780)427-3044. If calling long distance within Alberta, call 310-0000 then enter (780)427-3044.

- If your business has ceased operating and this is your last refund claim for this retail outlet, please call TRA Information Services at (780)427-3044. If calling long distance within Alberta, call 310-0000 then enter (780)427-3044 or fax (780)427-0348.

- If this is a correction to a claim that was previously submitted, please ensure that the claim period beginning and ending dates on the revised claim are the same as on the original claim.