

To be completed by propane tax agent-collectors. A completed return, schedule(s) and the tax collected must be received by Tax and Revenue Administration on or before the 28th day following the end of the reporting period. Submit the return to: TAX AND REVENUE ADMINISTRATION, 9811 109 ST, EDMONTON AB T5K 2L5. If you require assistance, phone 780-427-3044. If calling long distance within Alberta, call 310-0000 then enter 780-427-3044. Fax 780-427-0348.

For Office Use Only		8
6	▪	▪
7	▪	<b>21</b>

1 Legal Name  
\_\_\_\_\_

▪ Mailing Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prov.	Postal Code
_____	_____

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

10 Business Identification Number:  
▪ \_\_\_\_\_

Reporting Period

12 Beginning:	YYYY	MM	DD
▪	_____	_____	_____
14 Ending:	YYYY	MM	DD
▪	_____	_____	_____

16 Have you ceased operations and this is your final return? Yes  No

18 If "Yes", specify the date that operations ceased: YYYY MM DD  
 ▪ \_\_\_\_\_

20 and state the reason:  
 ▪  Bankruptcy  
 Receivership  
 Other, specify: \_\_\_\_\_

22 Do you wish to cancel your registration with Tax and Revenue Administration?  
 Yes  No

4 Is this an amended return? Yes  No   
 ▪ If "Yes", provide a letter of explanation

**Complete the Schedule of Propane Sales to Retailers (form AT361) before completing the remainder of this form.**

CALCULATION OF TAX DUE

LITRES

Total Tax-Included Litres of Propane Sold to Retailers (from all schedules) ..... **30**

Total Tax-Included Litres of Propane Sold to Consumers  
(including "in yard" storage tank sales) ..... **32**

Total Taxable Litres (line 30 + line 32) ..... **34**

DOLLARS

TOTAL TAX DUE ON SALES OF PROPANE  
Line 34 X \$.065 ..... **40**

*If enclosing payment, please complete the "Remittance Advice" on page 1 of this form*  
Payment made for this Reporting Period: ..... **42**

**CERTIFICATION**

I am an authorized signing officer of this business. I certify that, 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.

Name (please print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Report Prepared By: \_\_\_\_\_ (please print) Contact Phone No.: \_\_\_\_\_ Contact Fax No.: \_\_\_\_\_

**INSTRUCTIONS**

- A tax return, schedule(s) and payment for tax due must be received by Tax and Revenue Administration by the 28th day following the end of the reporting period. Submit the return and schedule(s) to:  
TAX AND REVENUE ADMINISTRATION, 9811 109 ST, EDMONTON AB T5K 2L5
- Distributors must submit tax returns even if no sales were made during the reporting period. Producers file tax returns only when they have tax-included sales during the reporting period.
- When filing using forms printed from the Internet, payment must be mailed or delivered to Tax and Revenue Administration. Payment **cannot be made in person** at financial institutions because of their need for special encoded paper. Payment **can be made on-line at most financial institutions in Canada. Please contact TRA or your bank for further details.** All payment should be in Canadian funds and all cheques made payable to the Government of Alberta.
- 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 the greater of: (1) \$25 for each day of default or (2) 5% of any unpaid tax, with a maximum of \$1,000. Interest is calculated on any unpaid penalty and propane tax amount.