

**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 online, mailed, hand 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.**

**File Online:**

The most convenient way to file your Tourism Levy return is by using Tax and Revenue Administration Client Self-Service (TRACS). TRACS is a secure online system that allows authorized individuals to submit Tourism Levy returns and view account information from 7 a.m. to midnight Mountain Standard Time, Monday to Saturday. To register for TRACS, visit <http://www.finance.alberta.ca/tracs> and select "TRACS Enrolment Request". For your assistance, there are instructional videos available at <http://www.finance.alberta.ca/tracs/help-videos.html>. One video will show you how to enrol in TRACS and another video will show you how to file your Tourism Levy return on TRACS.

**Fax:**

Faxed returns require both page 1 and page 2. Please keep a copy of the fax confirmation to support your submission. FAX: 780-427-0348. When filing by fax, DO NOT mail or deliver the original return.

**Mail or Delivery by Hand:**

Returns may be mailed or delivered to TAX AND REVENUE ADMINISTRATION, 9811 109 STREET, EDMONTON AB T5K 2L5.

**Payments:**

For your convenience, payments may be made online at most major financial institutions in Canada or in person. Please contact your bank or call TRA for further details. Cheques should be made PAYABLE TO THE GOVERNMENT OF ALBERTA.

|   |   |             |
|---|---|-------------|
| 1. Legal Name and Mailing Address           | 6. For Office Use Only                  | <b>05</b>   |
|   | 7.                                      |             |
|   | 8. Business Identification Number (BIN) |             |
|   | 9. Establishment Code                   |             |
| 2. Establishment Name                       | 12. Reporting Period Ending             |             |
| 3. Location of Establishment<br>(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 _____<br>(e.g. For contractors working for the operator)   | 25 |  | 00 |
| 30. Revenue from Accommodation Room Rentals <u>Exempt</u> from Levy _____<br>(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. <b>Tourism Levy Due:</b> 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 either mail, fax or delivery by hand, the levy return must be signed in the Certification area to be considered complete:**

*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 (Jul-13) **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 online 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 online, mailed or hand 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 levy return.

**If you are paying in person or online at a financial institution, you are still required to file a copy of your return by either Internet, mail, fax or delivery by hand by the 28th day of the month following the period end.**