

Tax and Revenue Administration (TRA)

Carbon Levy Administration

Natural Gas Registration

Instruction Guide

Last updated: June 1, 2017

NOTE: This Instruction Guide is intended to provide assistance when completing Form AT5101, Natural Gas Registration. Every effort has been made to ensure the contents are accurate. However, if a discrepancy should occur in interpretation between this Instruction Guide and governing legislation, the legislation takes precedence.

Trouble opening PDF forms?

Fillable forms do not open on some mobile devices and web browsers. If the form doesn't open or you see a "please wait" message, follow these steps to complete and save fillable forms from TRA:

1. Right-click on the form link, or on the "Please wait" page, and select "Save Link As" or "Save As", and save the form to your computer.
2. Launch Adobe Reader.
3. Open the PDF from within Adobe Reader. You can now fill and save your form.
4. Note that forms cannot be emailed. Please print the form and then mail or fax it to TRA (see contact information below).

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Who Must Complete this Registration

This registration must be completed by natural gas distributors, which mean entities that measure consumers' natural gas consumption on a regular basis for the purpose of billing the consumers directly or providing a retail dealer with the consumers' billing information. Natural gas distributors include natural gas co-operatives, investor-owned natural gas utilities, municipally owned natural gas utilities, or entities that operate or own a pipeline or a segment of a pipeline that distribute natural gas to consumers.

TAX AND REVENUE ADMINISTRATION
9811 - 109 STREET, EDMONTON AB T5K 2L5

- Email: TRA.CarbonLevy@gov.ab.ca
- Website: tra.alberta.ca
- Phone: 780-644-4300
- Fax: 780-644-4144

Note: for toll-free service in Alberta, call 310-0000, then enter the number.



You are required to register as per section 27 of the [Climate Leadership Act](#). For additional information regarding the registration process, refer to TRA's [Carbon Levy website](#).

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General Instructions

Complete all sections of the [Natural Gas Registration \(AT5101\)](#). Your registration may be delayed or returned if you do not provide all required information.

You may submit your application by one of two methods:

Mail: Tax and Revenue Administration
9811-109 Street NW Edmonton, Alberta T5K 2L5

Fax: 780-644-4144

Upon receiving your application, Tax and Revenue Administration (TRA) will:

- ensure the application is complete;
- review application eligibility;
- contact you for additional information (if required); and
- confirm the outcome of your application in writing.

If approved, you will be contacted to set up a Tax and Revenue Administration Client Self-Service (TRACS) account. Visit [TRACS](#) for more information.

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Completing the Registration

Field 1

- If your business is a corporation, enter the full legal name of the corporation, including any punctuation. This is the registered name of the corporation and may or may not be the same as its operating name.
- If your business is a partnership, enter the partnership name.
- If your business is a proprietorship, enter your name in the following format: Last name, First Name.

Field 2

- Enter your business or operating name if it is different from the full legal name you entered in Field 1.

Field 3

- Enter the effective date that your business started, or will start, distributing natural gas in Alberta.

Field 4

- If known, enter your unique nine-digit Alberta Business Identification Number (BIN), as assigned by TRA.
- If you are a corporation, enter your unique nine- or 10-digit Alberta Corporate Account Number. This number can be found on any notice of assessment or reassessment, or statement of account issued by TRA to the corporation. It also appears as the Corporate Access Number on the certificate of incorporation if the corporation is registered under the *Alberta Business Corporations Act*.
- If you have a unique 15-digit Federal Business Number (BN) assigned by the Canada Revenue Agency, enter it here.

Field 5

- Indicate whether you are a Corporation, Partnership, Proprietorship or Other (e.g., natural gas co-operative, municipally owned natural gas utility).

Field 6

- Enter the mailing address to which all mailed correspondence will be sent.

Field 7

- If the location of the books and records is different from the mailing address, enter a street address or the legal land description in this field. Written permission from TRA is required to keep books and records outside of Alberta.

Field 9

- Indicate the type of natural gas utility operation. If 'Other', describe the type of operation.

Field 10

- Provide an estimate of the annual volume of natural gas (in gigajoules) distributed in Alberta.

Field 11

- Provide the number of active natural gas meters at the time of registration.

Field 12

- Provide the first and last name, position, telephone number, fax number and email address of the primary business contact.

Field 13

- Select Yes or No for the electronic message authorization. You may revoke this authorization by providing written notice to TRA.
- Provide the first and last name, position, telephone number and fax number of the authorized representative.
- Ensure that the certification is signed and dated.

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Contact Information and Useful Links

Contact Tax and Revenue Administration (TRA):	Email: TRA.CarbonLevy@gov.ab.ca
Visit our website:	tra.alberta.ca
Subscribe to receive email updates:	tra.alberta.ca/subscribe.html
TRA Client Self-Service (TRACS):	tra.alberta.ca/tracs