

# Tax and Revenue Administration (TRA)

## Tourism Levy

### Registration Instruction Guide

Last updated: May 6, 2021

---

*NOTE: This Instruction Guide is intended to provide assistance when completing the tourism levy registration online. 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.*

## Tourism Levy Registration Instruction Guide

### Index

- [Who Must Complete the Tourism Levy Registration](#)
- [General Instructions](#)
- [Completing the Registration](#)
  - [Create a MyAlberta Digital ID](#)
  - [Access the registration form in TRACS](#)
  - [Page 1 – Business Information](#)
  - [Page 2 – Establishment Information](#)
  - [Page 3 – Review and Certification](#)
- [Contact Information and Useful Links](#)

### Who Must Complete the Tourism Levy Registration

An entity in Alberta that:

- Sells, offers for sale or otherwise provides accommodation in Alberta, including stays in residential units;
- Is an operator of an online marketplace authorized by TRA to collect and remit the tourism levy on behalf of its hosts.

[Back to Index](#)

---

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

- Email: [TourismLevy@gov.ab.ca](mailto:TourismLevy@gov.ab.ca)
- Website: [tra.alberta.ca](http://tra.alberta.ca)
- Phone: 780-427-3044
- Fax: 780-427-0348

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



## General Instructions

- The registration form must be completed electronically in [Tax and Revenue Administration Client Self-Service \(TRACS\)](#).
- The individual completing this registration must be one of the following:
  - owner,
  - corporate director,
  - partner of a partnership,
  - trustee of an estate, or
  - individual with delegated authority
- Upon receiving your application, TRA will:
  - ensure the registration is complete;
  - contact you (if required); and
  - issue an approval letter outlining filing and remittance requirements.

[Back to Index](#)

## Completing the Registration

### Create a MyAlberta Digital ID (if you do not already have one)

You will need to create a [MyAlberta Digital ID](#) **basic account**, including a username and password, if you do not have one already.

1. Go to <https://tracs.finance.gov.ab.ca/>
2. Select 'Next.'
3. Select 'Create account' if you do not have a MyAlberta Digital ID account.
4. Complete the 'Create account' form. Ensure you remember your username and password as you will need to enter these each time you login to TRACS.
5. Confirm your email address by clicking on the link in the email sent to the email address provided. A verified account is **not** required for the tourism levy program.

[Back to Index](#)

## Access the registration form in TRACS

1. Go to <https://tracs.finance.gov.ab.ca/>
2. Select 'Next' on the TRACS availability page (Image 1).
3. Sign in by entering your MyAlberta Digital ID username and password (Image 2).
4. Select 'Online Registration' (Image 3).
5. Select 'Tourism Levy (TL)' (Image 3).

### TRACS availability

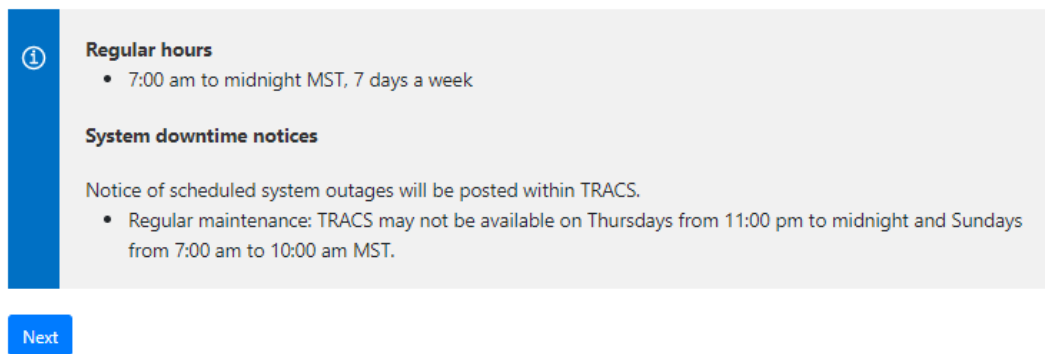


Image 1: This is how the screen will appear when you first access the registration form.

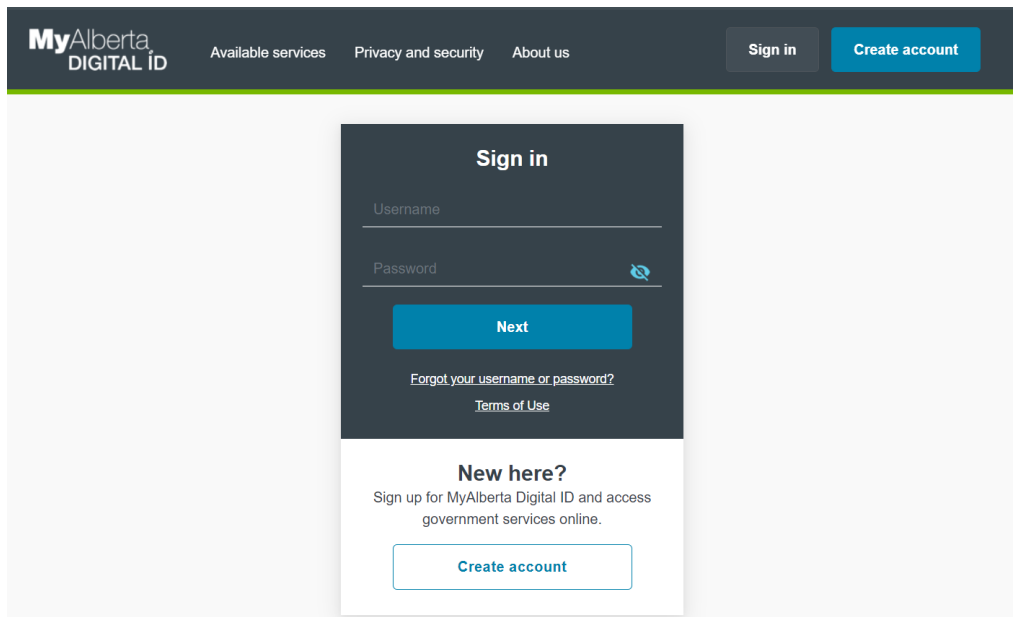


Image 2: This is how the screen will appear in step 3.

## TRA Client Self-Service (TRACS) Enrolment

Select one of the following options to enrol a new TRACS account or complete and submit a registration form.

**Add Account(s) by**

**Enrolling new TRACS account**  
Choose this option to enrol a new TRACS account. You will be asked to provide the Account Number (BIN/CAN) and PIN.

**Online registration**  
Choose this option to complete and submit a registration form. Do not choose this option if you are already registered and want to access your TRACS account or have a PIN.

**Program Name**

Next

Image 3: This is how the screen will appear for steps 4 and 5.

[Back to Index](#)

## **Page 1 - Business Information (Image 4)**

### **Type of Ownership**

- Select the type of ownership that applies to your situation from the drop down menu.

### **Legal Name**

- The legal name field(s) will appear once a type of ownership is selected.
- If your business is a corporation, enter the full legal name of the corporation, including any punctuation, as it appears on the certificate of incorporation. 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 you are registering as an Individual or Sole Proprietorship, enter your legal last name and first name in the corresponding fields.

### **Business or Operating Name**

- Enter your business or operating name if it is different from the full legal name.

### **Alberta Business Identification Number (BIN)**

- If known, enter your unique nine-digit Alberta Business Identification Number (BIN), as assigned by TRA.
- If not known, click in the box beside 'I do not have one.'

### **Alberta Corporate Account Number (CAN)**

- If you represent 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.
- You must enter either the Alberta Corporate Account Number (CAN) or Federal Business Number (FBN) if the type of ownership is a corporation.
- If not known, click in the box beside 'I do not have one.'

### **Federal Business Number (FBN)**

- If you have a unique Federal Business Number (FBN) assigned by the Canada Revenue Agency, enter the first 9 digits here.
- You must enter either the Alberta Corporate Account Number (CAN) or Federal Business Number (FBN) if the type of ownership is a corporation.
- If not known, click in the box beside 'I do not have one.'

### **Delegated Contact Person**

- Enter the first and last name of the individual that TRA should contact if further information is required about the account.

### **Mailing Address, City/Town, Country, Province/State and Postal/Zip Code**

- Enter the mailing address, city/town, country, province or state and the postal/zip code.
- Select the correct address from the drop down menu that will populate as you type in the address. This address is populated using the Canada Post AddressComplete tool.

### **Phone, Extension, Fax and Business Email Address**

- Enter the phone number, extension (if applicable), fax number (if applicable) and email address of the contact person identified in the 'delegated contact person' field above.

### **Select 'Next' to continue to page 2**

- Correct the information provided if you receive an error or validation message.
- Fields noted with a red '\*' must be completed and cannot be left blank.
- You may have to re-check one or more of the 'I do not have one' boxes for the Alberta Business Identification Number (BIN), Alberta Corporate Account Number (CAN), or Federal Business Number (FBN) fields after you have resolved the error and before selecting 'Next' again.

# Tourism Levy Registration

Business Information

Type of Ownership	<input type="text" value="Select"/>	*
Business or Operating Name	<input type="text"/>	
Alberta Business Identification Number (BIN)	<input type="text"/>	i
	<input type="checkbox"/> I do not have one	
Delegated Contact Person	<input type="text"/>	* i
Mailing Address	<input type="text"/>	* i
	<input type="text"/>	
City / Town	<input type="text"/>	*
Country	<input type="text" value="Select"/>	*
Province / State	<input type="text"/>	*
Postal / Zip Code	<input type="text"/>	* i
Phone	<input type="text"/>	* i
Extension	<input type="text"/>	
Fax	<input type="text"/>	i
Business Email Address	<input type="text"/>	*

[Previous](#) [Next](#)

Image 4: This is how the screen will appear on page 1 of the tourism levy registration.

[Back to Index](#)

## Page 2 – Establishment Information (Images 5 and 6)

### Establishment Type

- Select the appropriate Establishment Type.
  - Select 'Operator' if you offer traditional commercial lodging including but not limited to: a hotel, motel, inn, camp, lodge, etc.
  - Select 'Accommodation Host' if you provide temporary lodging in a residential unit.
  - Select 'Online Broker' if you provide an online marketplace where accommodation hosts list their residential unit(s).
- For more information on the different types of establishments and how to register, see:
  - [Information Circular TL-2 – Information for Operators and Online Brokers](#)
  - [Fact Sheet: Tourism Levy Registration Scenarios](#)

### Operator fields (Image 5):

#### Facility Name

- Enter the name of the facility.

#### Physical Address, City / Town and Postal Code

- Enter the physical address of the facility.
- If a street address is not available, enter the legal land description.

#### Phone

- Enter the phone number of the facility. This is not the contact person's phone number.

#### Number of rooms for rent?

- Enter the number of rooms available for rent for this specific facility.

#### Was the establishment purchased from another entity?

- Select 'Yes' if the establishment was purchased from another entity.



- Provide the start date or date of ownership change occurred or will occur (can be future-dated), legal name of the previous owner, and the previous operating name (if it is different).
- Select 'No' if the establishment is a new facility and enter the start date.

**Is your operation seasonal?**

- Select 'Yes' if the facility will only provide temporary lodging part of the year.
  - Enter the seasonal start and end dates that the facility is available for rentals.
- Select 'No' if the facility will be open year round.

**Select 'Next' to continue to page 3**

- Fields noted with a red '\*' must be completed and cannot be left blank.

# Tourism Levy Registration

Establishment Information

Establishment Type  \* [i](#)

Facility Name  \*

Physical Address  \* [i](#)

City / Town  \*

Postal Code  \* [i](#)

Phone  \* [i](#)

Number of rooms for rent?  \*

Was establishment purchased from another entity?  Yes  No \*

Start Date  \*

Legal Name of Previous Owner  \*

Previous Operating Name (If different from current)

Date of Ownership Change

Is your operation seasonal?  Yes  No \* [i](#)

#	Start Date	End Date
1	<input type="text" value="Select"/>	<input type="text" value="Select"/>
2	<input type="text" value="Select"/>	<input type="text" value="Select"/>

[Previous](#) [Next](#)

Image 5: This is how the screen will appear when 'Operator' is selected as the Establishment Type.

**Accommodation host fields (Image 6):**

**Total number of Residential Unit(s)**

- Enter the total number of residential units or properties.

**Total number of Sleeping Room(s)**

- Enter the total number of sleeping rooms available for all of the residential units or properties.

**Municipality and Business License Number**

- Enter the city, town or county where the accommodation is located.
- Enter a corresponding business license, if applicable. If not applicable leave blank
- Select 'Add' if you need to add another location and / or business license number.
- Select 'Delete' to remove a row.

**Select 'Next' to continue to page 3**

- Select 'Next' once all information has been provided about all of your residential units.

## Tourism Levy Registration

Establishment Information

Establishment Type:  \* [i](#)

Total number of Residential Unit(s):  \* [i](#)

Total number of Sleeping Room(s):  \* [i](#)

#	Municipality	Business License Number	
	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Image 6: This is how the screen will appear if 'Accommodation Host' is selected as the establishment type.

[Back to Index](#)

## Page 3 – Review & Certification (Image 7)

### Review the Business Information and Establishment Information sections

- The information entered on the previous pages will be shown in the Business Information and Establishment Information sections. Ensure the information was entered correctly.
- Select 'Previous' to go back and make a correction.

### Certification section

- Select 'Yes' if you agree to receiving electronic correspondence.
- Select 'No' if you want to receive correspondence by mail.
- Select the appropriate position of the person completing the form. As noted under [General Instructions](#), only the owner, corporate director, partner of a partnership, trustee of an estate or an individual with delegated authority is permitted to complete this form.
- The other fields will pre-populate with the information from your MyAlberta Digital ID account.

### Select 'Submit'

- Print a copy of the confirmation page for your records.
- TRA will review your registration form.
- You will receive an email notification once your registration is approved. Follow the instructions in the email to access your TRACS account and approval letter.

### Certification

For the purpose of section 30.2(2) of the *Tourism Levy Act*, the applicant hereby authorizes Tax and Revenue Administration (TRA) to send electronic messages informing the applicant that a notice or other communication (e.g. a Notice of Assessment) requiring the applicant's immediate attention is available in the applicant's Tax and Revenue Administration Client Self-Service (TRACS) account. It is understood that by providing this authorization, the applicant will not receive these notices or other communication by regular mail. It is further understood that this authorization may be revoked at any time upon written notice to Tax and Revenue Administration (TRA).

Yes  No

This form must only be completed and submitted by an individual with proper authority for the business:

- An owner,
- A corporate director,
- A partner of a partnership,
- A trustee of an estate, or
- An individual with delegated authority.

**By submitting this form, you certify that, to the best of your knowledge and belief, the information contained in this form is true and accurate and that all relevant facts have been revealed.**

First Name

Last Name

Position

Select

\*

Email

Phone

Extension

Cell Phone

Previous

Submit

Image 7: This is how the certification section will appear at the bottom of page 3 on the registration form.

[Back to Index](#)

## Contact Information and Useful Links

<b>Contact Tax and Revenue Administration (TRA):</b>	Email: <a href="mailto:TourismLevy@gov.ab.ca">TourismLevy@gov.ab.ca</a>
<b>Visit our website:</b>	<a href="http://alberta.ca/tourism-levy">alberta.ca/tourism-levy</a>
<b>Subscribe to receive email updates:</b>	<a href="http://tra.alberta.ca/subscribe.html">tra.alberta.ca/subscribe.html</a>
<b>TRA Client Self-Service (TRACS):</b>	<a href="http://tra.alberta.ca/tracs">tra.alberta.ca/tracs</a>