

Fuel Tax Inventory Declaration Registration Guide

Alberta Tax and Revenue Administration (TRA)

Last updated: February 16, 2024

*NOTE: This guide is intended to provide assistance when completing the **fuel tax inventory declaration** registration. Every effort has been made to ensure the contents are accurate. However, if a discrepancy should occur in interpretation between this guide and governing legislation, the legislation takes precedence.*

Fuel Tax Inventory Declaration Registration Guide

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Who must complete the fuel tax inventory declaration registration?

- Fuel sellers (i.e., retailers, wholesalers) required to submit fuel tax inventory declarations must register under TRA's Fuel Tax program.
- Current Fuel Tax program registrants are not required to re-register. The inventory declaration functionality will be added to your existing [Tax and Revenue Administration Client Self-Service \(TRACS\)](#) account.

General instructions

- The registration form must be completed using [TRACS](#).
- The individual completing the registration must be one of the following:
 - owner,
 - corporate director,
 - partner of a partnership,
 - trustee of an estate, or
 - individual with delegated authority

Creating an Alberta.ca Account (if you do not already have one)

Skip this section and go to '[Completing the registration form](#)' if you have an existing TRACS account or Alberta.ca Account.

1. Go to <https://tracs.finance.gov.ab.ca/>
2. Click 'Next.'

TRACS availability

Regular hours

- 7:00 am to midnight MST, 7 days a week

System downtime notices

Notice of scheduled system outages will be posted within TRACS.

- Regular maintenance: TRACS may not be available on Thursdays from 11:00 pm to midnight and Sundays from 7:00 am to 10:00 am MST.

Next

3. Click 'Create account' at the bottom of the page.

Sign in

Username

Password

Sign in


[Forgot your username or password?](#)

New here?

Create account

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- Complete the 'Create account' form. Remember your username and password as this is required to access TRACS and complete the inventory declaration.



Create account

Sign in information and email
Create a username and password to access your account.

Username
[Text input field]

Email
[Text input field]

Confirm Email
[Text input field]

Password
[Text input field with strength indicator]

Confirm Password
[Text input field with strength indicator]

Personal information

First Name
[Text input field]

Last Name
[Text input field]


I understand the Terms of Use identifies that the personal information I provide will be used to register me and create an Alberta.ca Account, which may be verified or verified based on my phone. The personal information I provide will be used and disclosed only to the extent necessary to enable service registration by which a company, province, my spouse, authorized my identity when online services are accessed, and as required by the website developer I choose to register with and access. For verification of my identity I further understand that I will be required to provide my personal driving and motor vehicle information through the Motor Vehicle System (MVSIS). The Terms of Use outline the consequences of withdrawing consent and provides information with regard to the risks and benefits of using your Alberta.ca Account.

My consent is provided by consent for the use and disclosure of my personal information as identified in the Terms of Use.

I agree to the Terms of Use

Submit

- A confirmation will be sent to the email address provided. Click on the link in the email to create your Alberta.ca Account. A verified account is **not** required for the Fuel Tax program.




Confirm email

Follow the link in the email from Alberta.ca Account to create your account.

Email: [Redacted]

It may take several minutes to receive the email. If you do not see the email, **check your junk folder.**

For security purposes, this link will expire in 96 hours at [Redacted]

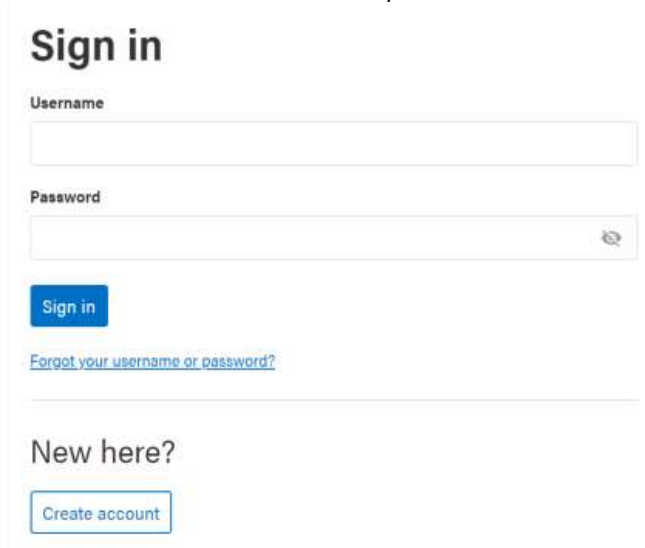


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Completing the registration form

Do not re-register if you are a current Fuel Tax program registrant. The inventory declaration functionality will be added to your existing TRACS account.

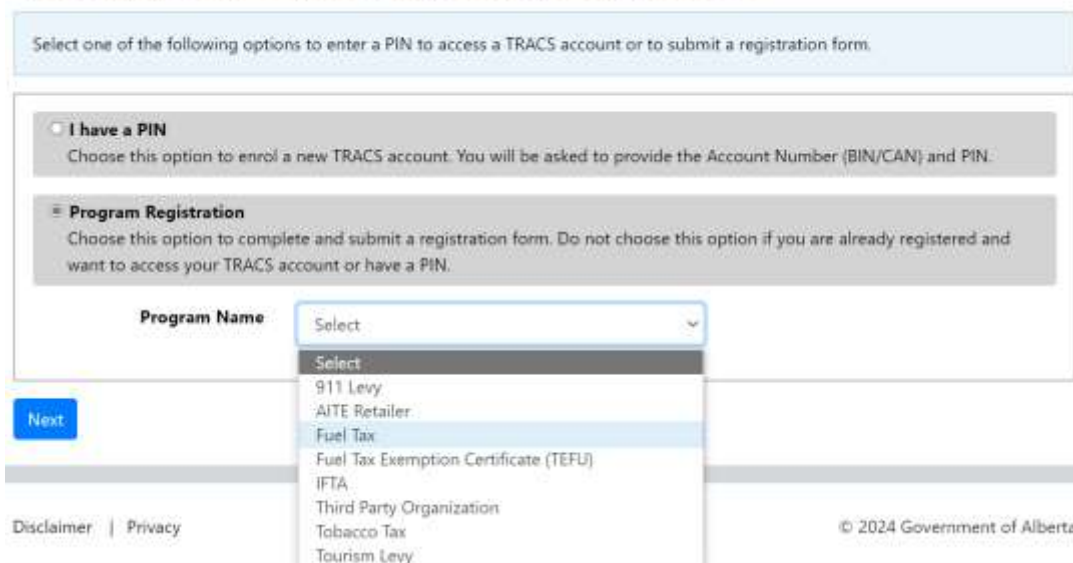
1. Go to <https://tracs.finance.gov.ab.ca/>
2. Click 'Next.'
3. Sign in by entering your Alberta.ca Account username and password.



Note: If you have an existing TRACS account, select 'Add Account' from the top menu in TRACS to navigate to the next step.

4. Select 'Program Registration' then 'Fuel Tax' from the drop-down menu, and click 'Next.'

TRA Client Self-Service (TRACS) Account Setup



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Fuel Tax 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"/>	*

Type of Ownership

- Select the type of ownership that applies 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.

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Business or Operating Name

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

Alberta Business Identification Number (BIN)

- This is a unique 9-digit number 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 the corporation's unique 9- or 10-digit CAN. 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 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 FBN assigned by the Canada Revenue Agency, enter the first 9 digits.
- You must enter either the CAN or 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 Fuel Tax account.

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

- Enter the entity's mailing address, city/town, country, province or state and the postal/zip code.

Phone, Extension, Fax and Business Email Address

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

Click 'Next' to continue to page 2

- Correct the information provided if you receive an error 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 BIN, CAN, or FBN fields after you have resolved the error and before selecting 'Next' again.

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Page 2 – Applicant Type

Fuel Tax Registration

Applicant Type Fuel Seller
 Consumer

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

- Select 'Fuel Seller' as the applicant type.
- Click 'Next.'

Page 3 – Activity Type

Fuel Seller

Select all statements that apply in Alberta:

File inventory declaration ⓘ
Activity Start Date

Refine and/or manufacture fuel

Transact more than 500 million litres of clear fuel annually

Own, operate or hold a position in a fuel terminal ⓘ

Import bulk fuel ⓘ

Export bulk fuel ⓘ

Sell clear fuel tax exempt to:

Rebrand fuel

Sell marked fuel ⓘ

Sell aviation fuel

Produce or distribute Liquefied Petroleum Gas (LPG) for resale ⓘ

Sell LPG to end consumers

Sell other prescribed fuel(s) for motive use ⓘ

Other

Refund for loss, bad debt, or tax paid in error

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- Select 'File inventory Declaration.'
- Provide the Activity Start Date. This is when the entity started selling fuel in Alberta.
- Click 'Next.'

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Page 4 – Review and Certification

Certification

For the purpose of section 65.2 of the Fuel Tax Act, the applicant hereby authorizes Alberta Treasury Board and Finance, 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 secure electronic Tax and Revenue Administration Client Self-Service (TRACS) account. It is understood that by providing this authorization, the applicant will not receive by regular mail any notices or other communication made available in TRACS. It is further understood that this authorization may be revoked at any time upon written notice of such revocation to 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

Email

Phone

Extension

Cell Phone

Review the Business Information and Fuel Seller sections

- The information entered on the previous pages will be shown in the Business Information and Fuel Seller sections.
- Review the information. Select 'Previous' to make a correction.

Certification section

- Select 'Yes' if you agree to receiving electronic correspondence or 'No' if you do not.
- Select the appropriate position of the person completing the form. 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 Alberta.ca Account. For TRACS purposes, this can be changed in your User Profile once the registration is processed.

Click 'Submit'

- Print a copy of the confirmation page for your records.
- TRA will:
 - review the registration form;
 - contact you (if required); and
 - issue an approval letter outlining filing and remittance requirements.
- You will receive an email once your registration is approved. Follow the instructions in the email to access your TRACS account and approval letter.

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