



# TOWN OF SAINT ANDREWS

REPORTING PERIOD: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CORPORATE NAME (if applicable): \_\_\_\_\_

OPERATING NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

EMAIL: \_\_\_\_\_

REGISTRATION NUMBER (assigned by Town Annually): \_\_\_\_\_

### TOURISM LEVY CALCULATION FOR THE REPORTING PERIOD

- 1. Total Number of Bookings
- 2. Total Number of Guests
- 3. Gross Revenue (Before HST and Levy) from Accommodation
- 4. Amount of Guaranteed No-Show Refunds, Rebates, & Bad Debts
- 5. Revenue from Accommodation Room Rentals *Exempt* from Levy
- 6. Net Rental Revenue (Line 3 minus Lines 4 and 5)
- 7. **Tourism Levy Due:** 3% of Line 6 (Line 6 X 0.03)
- 8. Amount Remitted with this Form

1	
2	
3	
4	
5	
6	
7	
8	

If Amount Remitted does not equal Levy Due, please explain: \_\_\_\_\_

*I CERTIFY THAT INFORMATION GIVEN ON THIS TAL RETURN IS CORRECT AND COMPLETE. SUPPORTING RECORDS WILL BE KEPT AS PER BY-LAW 19-06 AND SUBJECT TO AUDIT, AS WELL THE ABOVE SPECIFIC PROPERTY FINANCIAL INFORMATION WILL REMAIN CONFIDENTIAL UNLESS REQUIRED FOR AUDIT PURPOSES.*

Authorized Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For instructions on filling out this form, please see reverse.*

## INSTRUCTIONS

1. This is the number of bookings completed in the period. If a guest books a room/rental for multiple nights, that would be considered one booking. **Please do not include any cancellations in this number.**
2. Ensure you include the total number of guests for each booking. If the same guest books multiple separate stays, count each stay as a separate guest.
3. a) Total Amount of Revenue collected for bookings in the reporting period **before any discounts or rebates are deducted** .  
b) Any fees charged and/or amounts kept as a result of a no-show or a cancellation after the free cancellation period **should be included** .  
c) If a guest cancels their booking during their free-cancellation period and is fully refunded, **do not include** that amount in this number.
4. a) No-show refunds would be any amounts (full or partial) **refunded** to the guests in the event they did not cancel and did not show up for their prepaid booking.  
b) If a guest cancels their booking during their free cancellation period and is fully refunded, **do not include** that amount in this number.  
c) If any other discounts or rebates are given, or any bad debts are written off, please **include** in this number.
5. Any amounts collected from qualifying situations under the Exemption List below.
6. Net Rental Revenue is Gross Revenue less refunds/discounts, less exempt accommodations (Line 3 minus Line 4 minus Line 5).
7. Tourism Levy Due is 3% of Net Rental Revenue (Line 6 X 0.03).
8. Amount Remitted should match the Tourism Levy Due. In some circumstances your remittance may include adjusted amounts from a previous period, or if there are any bookings you are still awaiting payment for in the current remitting period that are not included in your remittance.

### Exemptions:

1. A student who is accommodated in a building owned or operated by a post-secondary educational institution while the student is registered at and attending a post-secondary educational institution.
2. A student who is accommodated in a building owned or operated by a science-based institution while the student is registered to attend a continuing education program.
3. A person who is accommodated in a room for more than 31 consecutive days.
4. Hotel or Motel rooms provided by the Town, the Province or their agents for emergency shelter accommodation purposes.

**If you need any clarification pertaining to the completion of this form, please call the Town Hall at 1 (506) 529-5120.**