



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:** 3.5% of Line 6 (Line 6 X 0.035)
- 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 23-01 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 3.5% of Net Rental Revenue (Line 6 X 0.035).
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.