

Municipal Accommodation Tax Return

(Pursuant to By-law No. 2019-058)

Town of Gananoque
30 King Street East
Gananoque, ON K7G 1E9
Tel: 613-382-2149
Fax: 613-382-8587

Email: taxesandrevenue@gananoque.ca



Important: A Municipal Accommodation Tax (MAT) Return form must be completed and received by the Town by the last day of the following month for the previous quarterly reporting period, even if no tax was collected. For example: January 1st to March 30th tax return must be received by April 30th. Late payment charges will be charged on outstanding balances at a rate of 1.25% on the first day of default and the first of the month until paid. Additional form instructions on page two.

Accommodation Establishment Information

Name of Establishment Customer Number

Property Location Contact Name

Email Address Contact Phone Number

Monthly Reporting Period

Reporting Period

to

Municipal Accommodation Tax Collection

Accommodation Revenue for the above reporting period.
If no revenue was collected in the reporting period enter "NIL" in Box "A".

A

Less Exemptions

B

Less Adjustments (provide details in ADJUSTMENTS section below)

C

(A - B - C)

Total Accommodation Revenue

D

Total Amount of Municipal Accommodation Tax Collected

E

Number of Room Nights Sold

F

Adjustments

Explanation of Adjustment (please include reason for adjustment and to which reporting period it pertains to)

Claimant Declaration

I certify that the information on this form and any applicable attachment(s) are true and correct.

Signature and Position Title

Date (MM/DD/YYYY)

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Any personal information on this form is collected under the authority of By-law No. 2019-058, A By-law to Impose Municipal Accommodation Tax (MAT) on the purchase of transient accommodation in the Town of Gananoque. The personal information will be used for the administration of the MAT collection. Questions about this collection should be directed to the Treasurer, 30 King Street East, Gananoque, ON K7G 2T6. Telephone 613-382-2149 Ext. 1124.

Instructions on Completing your Municipal Accommodation Tax Return Form

Accommodation Establishment Information

Enter the name of establishment, property location, email address, customer number, contact name and contact phone.

Reporting Period

Enter the month for which the return pertains to.

Municipal Accommodation Tax Calculation

In Box "A": Enter the amount of revenue received in the reporting period. If no tax was collected in the reporting period enter "NIL" in Box "A".

In Box "B": Enter the amount of exemptions in the reporting period.

In Box "C": Enter the amount of adjustments in the reporting period.

In Box "D": Deduct the amounts in Box "B" & "C" from Box "A".

In Box "E": Enter amount of the 4% Municipal Accommodation Tax collected.

In Box "F": Enter amount of rooms sold in the reporting period.

Adjustments

Please include an explanation of the adjustment (e.g. refunds) and to which reporting period the adjustment pertains to.

Payment and Form Submission Information

Form and payment must be received by the Town by the last day of the following month for the previous quarter's reporting period.

In Person

Town of Gananoque
30 King Street East
Gananoque, ON K7G 1E9
Hours: 8:30am - 4:30pm

Payment Options: Cash, Debit, Cheque

By Mail

Town of Gananoque
30 King Street East
Gananoque, ON K7G 1E9
Attention: Municipal Accommodation Tax

Please make cheque payable to:
Town of Gananoque

Payments made by mail or in person must be accompanied with this form.

By Electronic Fund Transfer (EFT)

To get set up for EFT, please email: taxesandrevenue@gananoque.ca

For payments made by EFT, the form may be submitted by email to taxesandrevenue@gananoque.ca or alternatively, by faxed to 613-382-8587.

TAX REMITTANCE SCHEDULE

Providers of transient accommodation shall collect the Municipal Accommodation Tax from the purchaser at the time the accommodation is purchased and shall remit the Municipal Accommodation Tax to the tax collection agents, designated by the Town, and in accordance with the following schedule:

1. Tax collected from January 1 to March 31 inclusive, remitted by April 30
2. Tax collected from April 1 to June 30 inclusive, remitted by July 31
3. Tax collected from July 1 to September 30 inclusive, remitted by October 31
4. Tax collected from October 1 to December 31 inclusive, remitted by January 31

****Note: Even if no taxes are collected, please submit form to avoid late penalties.****

For more information, please visit us at www.gananoque.ca.