



# Accommodation Tax Return | Pursuant to the City of Portage la Prairie By-law No. 13-8613

## STEP ONE

## ACCOMMODATION ESTABLISHMENT INFORMATION

Name of Establishment (legal name of individual, corporation, or society)

Street No.

Street Name

Postal Code

Business Phone

Alternate Business Phone

Fax Number

( )

( )

( )

Name of person completing this form

E-mail address of person completing this form

## STEP TWO

## REPORTING PERIOD (please check only one)

Quarter 1 (January 1 through March 31)

Quarter 3 (July 1 through September 30)

Quarter 2 (April 1 through June 30)

Quarter 4 (October 1 through December 31)

\* Note: Remittance for any given period is due the 20th of the month following the period

YEAR

## STEP THREE

## REVENUE SUBJECT TO ACCOMMODATION TAX

Rooms available for rent

Total room revenue for the period\*

Room revenue NOT subject to accommodation tax\*\*

Net room revenue for the period

Accommodation Tax Rate

Total accommodation tax due for the period

**First time submission only - \$500 credit**

A		
B		
C		
(B-C)	D	
	E	5%
(DxE)	F	
for first time use	G	
(F-G)		

\* "Nil" return: You must file this return even if no tax was collected in the period.

\*\* Rooms generally exempt from accommodation tax and/or bad debt write-offs

## STEP FOUR

## REMITTANCE

ENTER THE AMOUNT PAID

NOTE: Any unremitted accommodation taxes are subject to a penalty of 5%, plus the amount of the unremitted taxes. Additional penalties will be imposed at a rate of 1.25% per month on the first day of each succeeding month.

Please make cheque or money order payable to:

City of Portage la Prairie, Attention: Finance Department, 97 Sask. Ave. E.,  
Portage la Prairie, MB R1N 0L8

## STEP FIVE

## CLAIMANT DECLARATION

I declare that all information provided on this form is true and correct to the best of my knowledge and belief.

I acknowledge that any false information may result in individual fines not exceeding \$1,000.00, or if a corporation, to a fine not exceeding \$5,000.00

NAME (please print)

POSITION/TITLE

SIGNATURE

DATE SIGNED DD / MM / YYYY

## **EXEMPTIONS FROM ACCOMMODATION TAX**

The accommodation tax imposed by the City of Portage la Prairie by-law does not apply to:

- (a) accommodation where the purchase price is \$30.00 or less per night;
- (b) accommodation provided to patients or residents in a hospital, a sanatorium, a facility designated by regulations under *The Mental Health Act*, a personal care home licensed under *The Health Services Insurance Act*, or a residential care facility licensed under *The Social Services Administration Act* or a residence or accommodation supplied to patients and/or family of patients while attending for medical care and treatment;
- (c) accommodation provided to a student by a registered educational institution while the student is registered at and attending the institution;
- (d) accommodation supplied for a person undertaking an apprenticeship or trade certification;
- (e) accommodation supplied by employers to their employees in premises owned and/or operated by or on behalf of the employer;
- (f) accommodation provided to evacuees or as provided on a temporary basis by the provincial or federal government, or any other agency;
- (g) tent or trailer sites supplied by a campground, tourist camp or trailer park;
- (h) a hospitality room in an establishment that
  - (i) does not contain a bed;
  - (ii) is not a suite that contains a bed; and
  - (iii) is used for displaying merchandise, holding meetings, or entertaining;
- (i) accommodation provided in establishments in which fewer than four (4) bedrooms are available for rent.

***Please remember to show the amount of the accommodation tax as a separate item or charge on your document to the purchaser.***