



THE CORPORATION OF THE TOWN OF OAKVILLE  
1225 Trafalgar Road  
Oakville Ontario, L6H 0H3  
Telephone: 905-845-6601 [mat@oakville.ca](mailto:mat@oakville.ca)

## Oakville Municipal Accommodation Tax Return Form

### **Establishment Information:**

LEGAL NAME: BUSINESS NAME:  
ADDRESS: CITY/TOWN:  
POSTAL CODE: TELEPHONE:  
EMAIL ADDRESS:

### **MONTHLY REPORTING PERIOD:**

YYYY	MM	DD
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to

YYYY	MM	DD
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### **MUNICIPAL ACCOMMODATION TAX COLLECTION:**

Accommodation Revenue for the above reporting period.

If no revenue was collected in the reporting period enter "0" in Line "A"

A \_\_\_\_\_

Less Exemptions (provide detail in Adjustments section below)

B \_\_\_\_\_

Less Adjustments (provide detail in Adjustments section below)

C \_\_\_\_\_

Total Accommodation Revenue (A-B-C)

D \_\_\_\_\_

**Amount of Municipal Accommodation Tax Collected and To Be Remitted**

E \_\_\_\_\_

### **Exemptions/Adjustments**

Explanation (please include reason for exemption/adjustment and to which reporting period it pertains to)

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### **Claimant Declaration**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note: Personal information on this form is collected under the authority of the *Municipal Act, 2001* for the purposes of administering payment of accounts owing pursuant to the Municipal Accommodation Tax By-law 2018-137 to the Town of Oakville. Questions about this collection should be directed to Financial Operations at 1225 Trafalgar Road, Oakville, Ontario, L6H 0H3. Telephone 905-845-6601. Email [mat@oakville.ca](mailto:mat@oakville.ca)



OAKVILLE

## **Instruction for Completing your Municipal Accommodation Tax Return Form**

Enter the name(s) of the establishment, property address, email address, and contact phone.

### **Reporting Period**

Enter the month for which the return pertains.

### **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 "0" 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.

### **Exemptions/Adjustments**

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

### **Payment Due Date and Making Payments**

Tax return form and payment must be received by the Town of Oakville **by the 15<sup>th</sup> day of every month** for the previous month's reporting period. Late payments 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.

### **Electronic Funds Transfer (EFT):**

To get set up for EFT please email us at [mat@oakville.ca](mailto:mat@oakville.ca). For payments made by EFT, the form should be submitted to [mat@oakville.ca](mailto:mat@oakville.ca)

### **Payment by Cheque:**

Town of Oakville  
Financial Operations Department  
1225 Trafalgar Rd  
Oakville ON L6H 0H3

Please make cheques payable to "Town of Oakville"

**For more information, please visit us at [www.oakville.ca](http://www.oakville.ca)**