



# PARKING TAX RETURN

Issued by the South Coast British Columbia Transportation Authority ("TransLink")  
Under the South Coast British Columbia Transportation Authority Act

Business Number
Registration Number
<b>DUE DATE</b>
<small>To avoid penalty &amp; interest, see below</small>
Period Covered



Questions? Contact TransLink Parking Tax Services by Tel: (778) 375-7829; Email: [parkingtax@translink.ca](mailto:parkingtax@translink.ca)



Refer to **Tax Bulletin 032** for instructions on completing the tax return. It is available from our office or on our website: [www.translink.ca/parkingtax](http://www.translink.ca/parkingtax)



Mail the Remittance Form, your payment, and any required documentation to: **Parking Tax Services, TransLink, 400-287 Nelson's Court, New Westminster, BC, V3L 0E7**

### NO Tax Collectable in this Period? You Must Still File a "NIL" Return.

Mail or fax (778) 375-7828 both sides of this Remittance Form to TransLink. Financial institutions WILL NOT accept "NIL" returns.

To avoid penalty and interest your return and payment must be:

- received and dated on or before the due date by a financial institution, or
- if mailed, couriered, or hand delivered, received by TransLink on or before the close of business (4:00 pm) on the 23rd of the month following the end of your reporting period to be considered on time. Returns post-marked but not received by the due date are not on time.

If your payment is to be paid via ATM/Teller at a financial institution, or processed online from your bank account, you will still need to submit your Remittance Form by email, mail or fax to TransLink on or before the due date for our processing. Mailing address and fax number are listed above.

In all cases, payments must be negotiable on or before the due date.

If your tax return is late, you may be assessed a penalty equal to 10% of the tax due. Commission will be disallowed and interest assessed.

If you do not receive a tax return for a reporting period, you still must pay your parking tax by the date due. Provide all information normally provided on the return. A blank form is available on our website at:

[www.translink.ca/parkingtax](http://www.translink.ca/parkingtax)

Financial Institutions cannot process returns printed off the internet. Mail or hand deliver the return and payment directly to TransLink.

#### Commission Eligibility:

Each business (legal entity) may claim only one commission for each reporting period, even if it has more than one registration number and files more than one parking tax return. Claim the commission only on the registration number specified by TransLink.

#### Freedom of Information and Protection of Privacy Act (FOIPPA)

Any personal information requested on this form is collected by TransLink for the purpose of administering the Parking Tax. This is done in furtherance of TransLink's mandate under Part 7.1 the South Coast British Columbia Transportation Act and in accordance with Part 3 of FOIPPA. Questions regarding the collection and use of this information may be directed to: Revenue Program Clerk, TransLink, 400-287 Nelson's Court, New Westminster, BC, V3L 0E7 (Tel: 778-375-7829)(Email: [parkingtax@translink.ca](mailto:parkingtax@translink.ca)).

Rev 2019

DETACH HERE AND FORWARD WITH YOUR PAYMENT



Mailing Address:  
Parking Tax Services, TransLink,  
400 - 287 Nelson's Court, New Westminster, BC, V3L 0E7

## Remittance Form PARKING TAX RETURN

Registration Number

**DUE DATE**

To avoid penalty & interest, see above

Period Covered

If filing period is different, enter the correct period.      mm / dd / yy      to      mm / dd / yy

ENTER AMOUNT PAID

\$

(OVER)

Payable at most Canadian Financial Institutions.  
Make cheque or money order payable to TransLink.

Business Closed – permanently or temporarily?

**YES? Check the box and do the following:**

• Complete the **Notice of Change form** (available on our website: [www.translink.ca/parkingtax](http://www.translink.ca/parkingtax) or from our office) and mail or fax (778) 375-7828 to TransLink's Parking Tax Services.

• If you fail to notify TransLink's Parking Tax Services of the closure of your business, you will continue to receive tax returns that you must file even if no tax is due. If you DO NOT file the returns, you will be assessed for estimated tax collected and may be subject to further penalty or interest.

**NO Tax Collectable in this Period? You must file a "NIL" return.**

See above for more details

Complete both sides of Remittance Form  
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# Parking Tax Return Worksheet

**STEP 1** **Total Sales**

See TAX Bulletin 032 for list of areas under TransLink's service region.

Enter your total sales from selling parking rights in TransLink's service region. A  ▲

Deduct parking tax exempt sales. B  ▲

**Parking Tax Applicable Sales** C  ▲

**STEP 2** **Tax Collectable on Sales**

**"NIL" Return:** You must file this return even if NO tax was collectable. You can mail or fax (778) 375-7828 both sides of the Remittance Form. Write your registration number on all pages.

Enter all tax that you have collected or is collectible on e.g., credit sales. (The amount should equal 24% of the amount in box C.) Tax Collectable on Sales  D  ▲

**Internal Tax Account Adjustments**

Deduct internal tax account adjustments occurring in the current or last reporting period (Refer to TAX Bulletin 032 for allowable adjustments). E  ▲

**Net Parking Tax on Sales** D-E=F  F  ▲

**Commission** (To deduct commission, you must submit your return and pay in full by the due date.)

<b>If Box D is . . .</b>	<b>Enter in Box G . . .</b>	
\$22.00 or less	Amount of tax collectable	Commission <input type="text"/> G <input type="text"/> ▲
\$22.01 - \$333.33	\$22.00	
More than \$333.33	6.6% of tax collectable. Maximum amount is \$198.00	

**Net Tax Due on Sales** F-G=H  H  ▲

**STEP 3** **Adjustments**

See TAX Bulletin 001 for list of supporting documents to be included with Remittance Form.

Enter the appropriate amount of parking tax remitted, but was unable to collect and written off as bad debt. You must provide the supporting documentation with your return. You must also keep documentation supporting each adjustment, for audit purposes.

Bad Debt Write-Off I  ▲

Remaining Commission Amount J  ▲

**Total Adjustments** I+J=K  K  ▲

**STEP 4** **Total Amount Due** (Enter the amount paid on front of Remittance Form.)

**Make cheque or money order payable to:** TransLink

A \$30 fee will be charged for dishonored cheques.

Check here if remittance amount has been paid via  1. ATM/Teller at a Financial Institution or  2. online payment from your bank account.

You will still have to submit this form to TransLink on or before the due date.

**H-K=L**  L  ▲

Please proceed to Remittance Form below and fill in information from worksheet as directed

**REMITTANCE FORM – Summary from Parking Tax Return Worksheet**

Registration No.	<b>Taxable Sales</b> <span style="float: right;">A <input type="text"/> ▲ - B <input type="text"/> ▲ =</span>		<input type="text"/> C <input type="text"/> ▲
Teller Stamp	<b>Tax Collectable on Sales (24% of Taxable Sales)</b>		<input type="text"/> D <input type="text"/> ▲
	<b>Less: Internal Tax Account Adjustments</b>	- E <input type="text"/> ▲ =	<input type="text"/> F <input type="text"/> ▲
	<b>Less: Commission</b>	- G <input type="text"/> ▲ =	<input type="text"/> H <input type="text"/> ▲
	<b>Total Adjustments</b>	I <input type="text"/> ▲ + J <input type="text"/> ▲ =	<input type="text"/> K <input type="text"/> ▲
	<b>Total Amount Due</b>		<input type="text"/> L <input type="text"/> ▲

**CERTIFICATION:** I certify that the information I have provided on this form is true and correct, knowing that there are penalties for false statements.

Signature: X \_\_\_\_\_ Print Name: \_\_\_\_\_ Daytime Telephone ( ) \_\_\_\_\_