

Refunds of Overpayments of Parking Tax

TransLink Tax Bulletin



Bulletin 008

Issued by the South Coast British Columbia Transportation Authority (TransLink) under the *South Coast British Columbia Transportation Authority Act*

This bulletin provides specific information to help businesses understand how to claim refunds of overpayments of Parking Tax.

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Applying for a Refund

Parking Tax paid in error will be refunded, provided that the refund application is received by TransLink within **four years** from the date the tax was paid. For example, if Parking Tax was paid in error on August 12, 2015, the refund application must be received by TransLink by August 11, 2019.

Claims for amounts of less than \$10 are not eligible for refund.

COMPLETING THE APPLICATION FORM

The Application for Refund form is available on TransLink’s Parking Tax website. Hard copies of the form can also be requested from Parking Tax Services.

All refund applications must be signed by the person who paid the Parking Tax in error. Where the person who paid the tax is a corporation, the refund application must be signed by a director or authorized employee of the corporation.

All refund applications must include satisfactory documentation verifying payment of the tax and the date the tax was paid.

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Please note: If it is subsequently determined that the basis for a refund was inaccurate or incomplete and the claimant received a tax refund in excess of the amount due, the claimant may be assessed for the excess amount plus interest.

Completed refund applications and supporting documents should be mailed or hand delivered to:

Parking Tax Services

TransLink
400-287 Nelson's Court
New Westminster, BC V3L OE3

Appealing a Disallowed or Reduced Refund Claim

APPEAL PROCEDURES

All refund claims are approved by the Parking Tax Administrator. If a refund claim is disallowed by the Administrator, or the amount refunded is reduced or the refund recipient is assessed for the overpayment, the taxpayer may appeal the disallowance, reduction, or assessment.

An appeal must be made within **90 days** of the date on the letter that notifies the taxpayer of the disallowance or reduction of the refund claim. The appeal must be in writing and addressed to:

**Attn: Chief Executive Officer
c/o Parking Tax Services**
TransLink
400-287 Nelson's Court
New Westminster, BC V3L OE3

The appeal must clearly state the reasons for appeal and all relevant facts.

Need more info?

Telephone: 778.375.7829
Mon to Fri, 8 a.m. to 4 p.m.

E-mail: parkingtax@translink.ca
Website: translink.ca/parkingtax

The information in this bulletin is for your convenience and guidance and is not a replacement for the legislation. Any conflict or inconsistency between applicable legislation and this bulletin will be resolved by referring to applicable legislation. Access to the *South Coast British Columbia Transportation Authority Act* and Regulations are available on our website at translink.ca/parkingtax.