

# Instructions



All of the forms listed below can be found on the MAT website @ <https://www.greatersudbury.ca/play/visitor-information/municipal-accommodation-tax/>

1. Establishment Information Sheet: Fill in all of the required information, sign it and e-mail it to MAT@greatersudbury.ca.
2. Monthly Remittance Report: Fill in all the required information, sign it and e-mail it to MAT@greatersudbury.ca on a monthly basis.
3. Quarterly Remittance Report: If you qualified for Quarterly Remittance, fill out this form and e-mail it to MAT@greatersudbury.ca on a quarterly basis.
4. PAD form: Fill out this sheet If you wish to pay by PAD (pre-authorized debit).
5. If you have any questions you can e-mail us at MAT@greatersudbury.ca or call Accounts Receivable at 705-674-4455 ext. 4344.

**Please note:**

- The due dates for remittance and payments are noted on the Due Dates tab.
- The Quarterly Remittances form can only be used by eligible providers. Please review the MAT Policy and Procedures to determine eligibility and complete application.
- The Establishment Information Sheet is due annually or whenever there is a change in the information that is submitted.