

# Quarterly Municipal Accommodation Tax Remittance Report



*This form can only be used by eligible providers who have been approved for quarterly remittance. Please review the MAT Policy and Procedures to determine eligibility and complete the application.*

For the Quarter Ending	
------------------------	--

**Accommodation Provider Name**

Customer Number	
Business Name	
Operating As (if different)	

**Establishment Address**

Number and Street	
Apt/PO Box, etc	
City, Province	
Postal Code	

**Mailing Address**

**SAME AS ABOVE?**      YES       NO       (if NO, fill in cells below)

Number and Street	
Apt/PO Box, etc	
City, Province	
Postal Code	

**Contact information**

**SAME AS INFO ON EIS?**      YES       NO       (if NO, fill in cells below)

Name	
Telephone	
E-mail Address	
E-mail invoice?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Total Number of Rooms Rented for the Quarter	
Total Revenue Collected for the Quarter	
Less Reservations/ Contracts made and paid prior to September 1, 2018	
Less Exemptions <small>I acknowledge the exemption amount is in accordance with criteria outlined in the by-law and that backup documents have been retained for verification.</small>	
Net Revenue Eligible for MAT	
Municipal Accommodation Tax (4%)	
Total Remittance:	
Payment Method (please choose one)	Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> *PAD <input type="checkbox"/> <small>*The PAD amount will be withdrawn from your bank account on the 15th of the following month.</small>

**Notes:**

<b>Authorized By</b>	<b>Date</b>
<b>Authorized Person's signature</b>	<b>Position</b>

Personal Information contained on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 for the purposes of administering payment of accounts owing pursuant to the Municipal Accommodation Tax by-law to the City of Greater Sudbury. Questions about the collection of the information can be directed to the Supervisor of Accounts Receivable at the City of Greater Sudbury, 200 Brady Street, Sudbury, ON, P3A 5P3

E-MAIL COMPLETED FORM TO [mat@greatersudbury.ca](mailto:mat@greatersudbury.ca)  
 Questions regarding this form can be directed the MAT administrator at 705-674-4455 ext 2336.

**FOR OFFICE USE ONLY:** Note to Customer Service Clerk at the City: Please deposit funds to 12055-01 and send a copy to Accounts Receivable.