



Municipality of Northern Bruce Peninsula  
Municipal Accommodation Tax Remittance Guidebook

# Municipal Accommodation Tax Overview

On September 27, 2021, Council approved By-law 2021-83, a by-law to impose a transient municipal accommodation tax within the Municipality of Northern Bruce Peninsula. The Municipal Accommodation Tax (MAT) was effective as of January 1, 2022, at a rate of 4%.

The MAT applies only to the accommodation charge and not associated charges, such as meals or room incidentals. The Municipal Accommodation Tax must be identified as a separate item or charge on each bill, receipt, or invoice.

## Due dates: payment and submission information

- Q1 (January – March) is due on or before April 30
- Q2 (April – June) is due on or before July 31
- Q3 (July – September) is due on or before October 31
- Q4 (October – December) is due on or before January 31

The Municipality has created an online payment form for the collection of MAT payments. Registered STA owners will receive an email from the Municipality that includes instructions for remittance. STA owners shall remit the amount for the previous quarter on or before the last day of the month following the end of the quarter.

## Utilization of the Funds Generated through the Municipal Accommodation Tax Program

The Municipal Accommodation Tax Program will generate funding to promote tourism within the Municipality of Northern Bruce Peninsula. The Tobermory Chamber of Commerce will receive 50% of the net revenue collected from the Program for tourism promotion and development. The remaining 50% of the net revenue will be retained by the Municipality of Northern Bruce Peninsula, earmarked for projects that promote tourism, and benefit both residents and visitors.

# Privacy

All information collected as part of the Municipal Accommodation Tax remittance process will be protected in accordance with the Ontario Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

## MAT Remittance Process

The purpose of this document is to provide a step-by-step guidebook for remitting the Municipal Accommodation Tax using the Municipality of Northern Bruce Peninsula's online remittance form.

- The online remittance form for the Municipal Accommodation Tax can be found anytime on the Municipality's website or by using the link below.

<http://www.northbrucepeninsula.ca/mat>

- The online remittance form can be accessed by clicking the blue "Municipal Accommodation Tax Remittance Button" which is located near the bottom of the webpage. A picture of the button can be seen below.

**Municipal Accommodation Tax Remittance**

- After clicking on the button, the website will redirect you to the Municipal Accommodation Tax Return Form. The name of this form will be identified as the main heading on the page. Please ensure that you have accessed the proper form before proceeding. A reference picture can be seen below.

### Municipal Accommodation Tax Return

(Pursuant to By-law 2021-83)

56 Lindsay Road 5  
Lion's Head, ON  
N0H 1W0

Phone: 519-793-3522



- When completing the remittance form, please ensure that all required fields, marked with asterisks (\*) are completed.
- A reference photo for completing the “Accommodation Establishment Information section” can be seen below. Please ensure that all applicable information is included when completing the section.

### Accommodation Establishment Information

Enter the name of establishment, property location, email address, customer number, contact name and contact phone.

<p><b>Name of Establishment *</b></p> <input type="text" value="MNBP"/>	<p><b>Licence Number *</b></p> <input type="text" value="NBP-2022-444"/>
<p><b>Property Location *</b></p> <input type="text" value="56 Lindsay Road 5, Lion's Head, ON"/>	<p><b>Contact Name *</b></p> <input type="text" value="John Doe"/>
<p><b>Email Address *</b></p> <input type="text" value="mat@northernbruce.ca"/>	<p><b>Contact Phone Number *</b></p> <input type="text" value="519-793-3522"/>

- Municipal Accommodation Tax Collection Section
  - Please ensure that all applicable information is included within this section of the remittance form.
- Ensure that you have selected the desired reporting period for which you are remitting. By clicking A reference photo can be seen below.

### Reporting Period \*

Q1 - January 1 to March 31 ▲

**Q1 - January 1 to March 31**

Q2 - April 1 to June 30

Q3 - July 1 to September 30

Q4 - October 1 to December 31

- If you include any exemptions or adjustments when completing this section, text boxes will appear. Ensure that details regarding the exemptions or adjustments are provided.
- The Total Accommodation Revenue and Total Amount of Municipal Accommodation Tax Collected sections will automatically be generated once you input your amounts in the above sections.
- A reference photo for the completed Municipal Accommodation Tax Collection Form can be seen below.
- **If no rentals occurred during the period you are remitting for, please enter 0 into all applicable sections.**

<b>Reporting Period *</b>	<b>Number of Room Nights Sold *</b>
<input type="text" value="Q2 - April 1 to June 30"/>	<input type="text" value="20"/>
<b>Accommodation Revenue for the Selected Reporting Period *</b>	
<input type="text" value="2580"/>	
<b>Less Exemptions (provide details in Explanation of Exemptions section below) *</b>	
<input type="text" value="Enter any exemptions for the reporting period. If no exemptions, enter \$0.00."/>	
<b>Less Adjustments (provide details in Explanation of Adjustments section below) *</b>	
<input type="text" value="Enter any adjustments for the reporting period. If no adjustments, enter \$0.00."/>	
<b>Total Accommodation Revenue Subject to Accommodation Tax (Revenue - Exemptions - Adjustments)</b>	
<input type="text" value="\$2,580.00"/>	
<b>Total Amount of Municipal Accommodation Tax Collected (Total Accommodation Revenue * 4%)</b>	
<input type="text" value="\$103.20"/>	
<b>Tax Remitted on Your Behalf (By Agent or Internet Booking Platform - details required below)</b>	
<input type="text" value="0.00"/>	
<b>Total Amount of Municipal Accommodation Tax To Be Collected (Total Accommodation Revenue * 4% - Any Tax Remitted on Your Behalf)</b>	
<input type="text" value="\$103.20"/>	

- After reviewing your information, complete the Claimant Declaration section of the form. The signature can be done using your mouse or your finger (if utilizing a tablet or phone).
- Ensure that the applicable date of remittance is selected. A reference photo can be seen below.

### Claimant Declaration

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

Signature \*



Clear

Date \*

6/16/2023

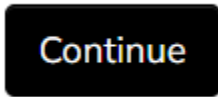


Questions about this collection can be sent directly to us via our [email form](#). More information about the **Municipal Accommodation Tax Program** can be found on our website.

- If you have questions about the remittance collection, click on the “email form” link below the signature box. The email form link has been highlighted below as a reference for the website.

Questions about this collection can be sent directly to us via our [email form](#). More information about the **Municipal Accommodation Tax Program** can be found on our website.

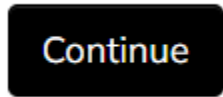
- Once all three sections are completed, click on the black “Continue” button at the bottom of the page. A reference photo can be seen below.



Continue

- If any information is missing from the form, a red banner will appear at the top of the page indicating what information needs to be provided.
- If the amount of “0” was remitted, a Thank you page will pop up and the remittance of your Municipal Accommodation Tax was completed successfully.
- After successfully continuing off the form page, you will be directed to a summary of the information you previously input into the form. Please review the information for accuracy prior to clicking continue.

- Once the information has been reviewed, click the black continue button at the bottom of the page. A reference photo can be seen below.



- After successfully continuing from the summary page, you will be directed to a summary page to remit your payment. The payment portal is located at the bottom of the page. A reference photo can be seen below.

Municipal Accommodation Tax Collection	\$0.40
Subtotal:	\$0.40
Total:	\$0.40


Payment Method: \*

- When the credit card option is selected, the following payment portal will appear. Please ensure that all information is entered correctly before hitting the blue process button.

Municipal Accommodation Tax Collection	\$0.40
Subtotal:	\$0.40
Total:	\$0.40

Payment Method: \*

Card Type: \*



Name on Card: \*

Credit Card Number: \*

Credit Card Verification: \*  [What's this?](#)

Expiry Date (MM/YY)  /

- Following the successful remittance of your Municipal Accommodation Tax, the following page will appear.



Thank You

Thank you for your submission of Municipal Accommodation Tax.

- Following the completion of your remittance, you will receive an email containing a summary of the information provided and a receipt for your payment.