



# Remitting the Municipal Accommodation Tax

## Municipal Accommodation Tax Overview

**i** 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

- i** 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

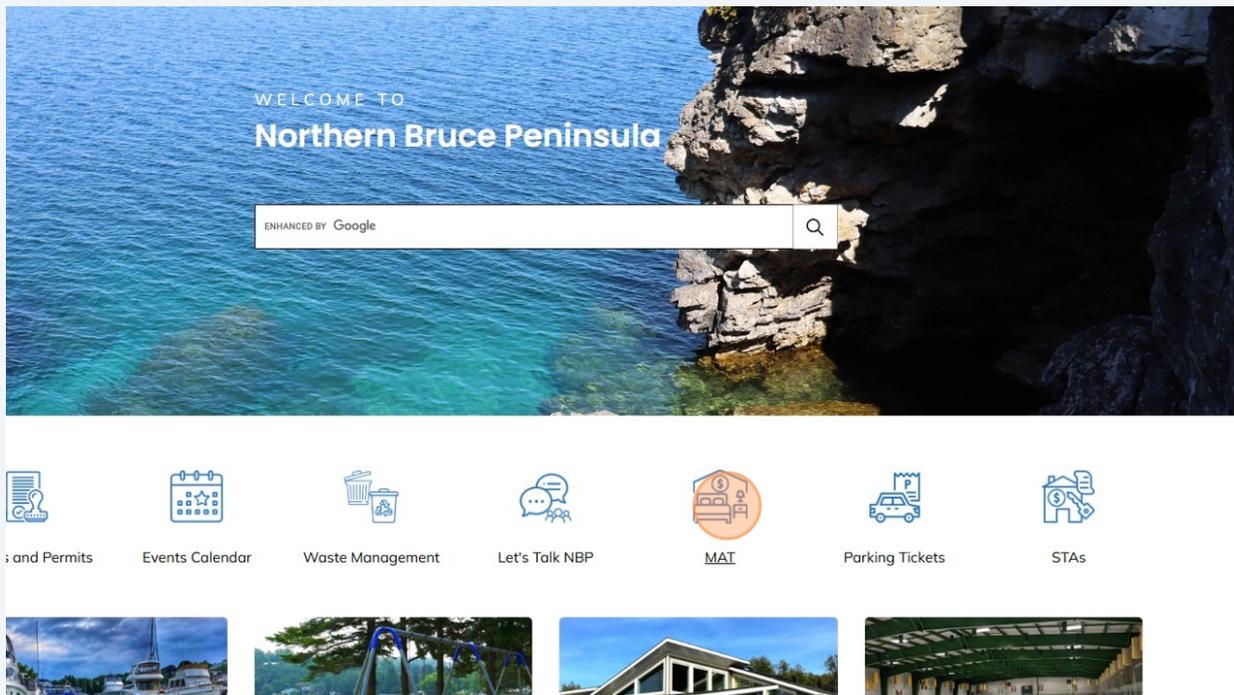
The Municipality has created an online payment form for the collection of MAT payments. Registered operators will receive quarterly email reminders from the Municipality regarding the remittance requirements. Rental Accommodation owners shall remit the amount for the previous quarter on or before the last day of the month following the end of the quarter.

## Step-by-step Remittance Process

- 1** Navigate to <https://www.northbrucepeninsula.ca/>

2

Click on the "MAT" Icon on the Municipal Homepage as seen below.



3

Once on the page, scroll down and click "Municipal Accommodation Tax Remittance Form" button to access the remittance form.

### 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.

A step-by-step Municipal Accommodation Tax Guidebook is available below to assist individuals through the online remittance process.

If you require assistance, please [email us](#).

[Step-by-step Remittance Guidebook](#)

[Municipal Accommodation Tax Remittance Form](#)

### 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.



When completing the remittance form, please ensure that all required fields, marked with an asterisks (\*) are completed.

4

Click the "Name of Establishment" field and enter the name of your rental accommodation. If you do not have a name for your operation, please just enter the associated address.

The screenshot shows the website for the Municipality of Northern Bruce Peninsula. At the top, there is a navigation menu with 'Community', 'Discover', 'Develop', and 'Government' dropdowns, and a search icon. The main header features the municipality's logo and contact information: '56 Lindsay Road 5, Lion's Head, ON N0H 1W0, Phone: 1-833-793-3537'. The page title is 'Municipal Accommodation Tax Return (Pursuant to By-law 2021-83)'. A blue horizontal bar separates the header from the main content. Below this, an important notice states: 'Important: A Municipal Accommodation Tax Return form must be completed and received by the last day of the month following the previous quarter even if no tax was collected. For example: April's tax return (January 1 to March 31) must be received by April 30th. Late payment charges will be charged on outstanding balances at a rate of 1.25% on the first day of default and the first of the month until paid.' The main section is titled 'Accommodation Establishment Information' and includes the instruction: 'Enter the name of establishment, property location, email address, customer number, contact name and contact phone.' There are six input fields arranged in two columns. The left column contains: 'Name of Establishment \*' (with a cursor in the field), 'Property Location \*', and 'Email Address \*'. The right column contains: 'Licence/ Registration Number \*', 'Contact Name \*', and 'Contact Phone Number \*'. A blue horizontal bar is positioned below the input fields. The bottom section is titled 'Municipal Accommodation Tax Collection' and includes the instruction: 'Enter the details required for the applicable reporting period.'

5

Next, click the "Licence/ Registration Number" field. Enter the Licence/Registration Number provided to you by the Municipality.

### Municipal Accommodation Tax Return

(Pursuant to By-law 2021-83)

NOH 1W0

Phone: 1-833-793-3537



Important: A Municipal Accommodation Tax Return form must be completed and received by the last day of the month following the previous quarter even if no tax was collected. For example: April's tax return (January 1 to March 31) must be received by April 30th. Late payment charges will be charged on outstanding balances at a rate of 1.25% on the first day of default and the first of the month until paid.

### Accommodation Establishment Information

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

Name of Establishment \*

Short-term Accommodation

Licence/ Registration Number \*

|

Property Location \*

Contact Name \*

Email Address \*

Contact Phone Number \*

### Municipal Accommodation Tax Collection

Enter the details required for the applicable reporting period.



If you are unsure of your Licence/Registration Number, please contact the Municipal Office at 1-833-793-3537.

6

Click the "Property Location" field and enter the address of your rental operation. If you entered the address in the "Name of the Establishment" field, please enter it again in the "Property Location" field.

### Municipal Accommodation Tax Return

(Pursuant to By-law 2021-83)

NOH 1W0

Phone: 1-833-793-3537



Important: A Municipal Accommodation Tax Return form must be completed and received by the last day of the month following the previous quarter even if no tax was collected. For example: April's tax return (January 1 to March 31) must be received by April 30th. Late payment charges will be charged on outstanding balances at a rate of 1.25% on the first day of default and the first of the month until paid.

### Accommodation Establishment Information

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

Name of Establishment \*

Short-term Accommodation

Licence/ Registration Number \*

STA-2024-001

Property Location \*

|



Contact Name \*

|

Email Address \*

|

Contact Phone Number \*

|

### Municipal Accommodation Tax Collection

Enter the details required for the applicable reporting period.

7

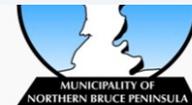
Click the "Contact Name" field and enter the name of the Property Owner who will be the listed contact for the rental operation.

### Municipal Accommodation Tax Return

(Pursuant to By-law 2021-83)

NOH 1W0

Phone: 1-833-793-3537



Important: A Municipal Accommodation Tax Return form must be completed and received by the last day of the month following the previous quarter even if no tax was collected. For example: April's tax return (January 1 to March 31) must be received by April 30th. Late payment charges will be charged on outstanding balances at a rate of 1.25% on the first day of default and the first of the month until paid.

### Accommodation Establishment Information

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

Name of Establishment \*

Short-term Accommodation

Licence/ Registration Number \*

STA-2024-001

Property Location \*

56 Lindsay Road 5

Contact Name \*

|



Email Address \*

|

Contact Phone Number \*

|

### Municipal Accommodation Tax Collection

Enter the details required for the applicable reporting period.

8

Click the "Email Address" field and enter the preferred email address for the Municipality to utilize.

### Accommodation Establishment Information

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

Name of Establishment \*

Short-term Accommodation

Licence/ Registra

STA-2024-001

Property Location \*

56 Lindsay Road 5

Contact Name \*

John Smith

Email Address \*

|

Contact Phone N

### Municipal Accommodation Tax Collection

Enter the details required for the applicable reporting period.

Reporting Period \*

Q1 - January 1 to March 31

Number of Room Nights Sold \*

Accommodation Revenue for the Selected Reporting Period \*

Enter the amount of revenue received in the reporting period. If no revenue collected, enter 0.00.



Quarterly emails will be sent to the email address provided within this section. Please ensure to provide an email address that is regularly checked to ensure you receive updates and reminders regarding the program.

9

Click the "Contact Phone Number" field and enter the preferred phone number to be associated with your rental operation.

### Accommodation Establishment Information

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

Name of Establishment \*

Short-term Accommodation

Licence/ Registration Number \*

STA-2024-001

Property Location \*

56 Lindsay Road 5

Contact Name \*

John Smith

Email Address \*

info@northernbruce.ca

Contact Phone Number \*

|

### Municipal Accommodation Tax Collection

Enter the details required for the applicable reporting period.

Reporting Period \*

Q1 - January 1 to March 31

Number of Room Nights Sold \*

Accommodation Revenue for the Selected Reporting Period \*

Enter the amount of revenue received in the reporting period. If no revenue collected, enter 0.00.

Total Amount of Municipal Accommodation Tax Collected (Total Accommodation Revenue \* 4%)

\$0.00

10

Click the "Reporting Period" field.

56 Lindsay Road 5

John Smith

Email Address \*

info@northernbruce.ca

Contact Phone Num

833-793-3537

### Municipal Accommodation Tax Collection

Enter the details required for the applicable reporting period.

Reporting Period \*

Q1 - January 1 to March 31

Number of Room Nights Sold \*

Accommodation Revenue for the Selected Reporting Period \*

Enter the amount of revenue received in the reporting period. If no revenue collected, enter 0.00.

Total Amount of Municipal Accommodation Tax Collected (Total Accommodation Revenue \* 4%)

\$0.00

### Claimant Declaration

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

**11** Select the applicable quarter you are remitting for.

info@northernbruce.ca 833-793-3537

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### Municipal Accommodation Tax Collection

Enter the details required for the applicable reporting period.

<b>Reporting Period *</b>	<b>Number of Room Nights Sold *</b>
<input type="text" value="Q1 - January 1 to March 31"/>	<input type="text"/>
<input type="text" value="Q1 - January 1 to March 31"/>	<input type="text"/>
<input type="text" value="Q2 - April 1 to June 30"/>	<input type="text"/>
<input type="text" value="Q3 - July 1 to September 30"/>	<input type="text"/>
<input type="text" value="Q4 - October 1 to December 31"/>	<input type="text"/>

**Claimant Declaration**

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

<b>Signature *</b>	<b>Date *</b>
<input type="text"/>	<input type="text"/>

 Rental operation owners shall remit the amount for the previous quarter on or before the last day of the month following the end of the quarter

12

Click the "Number of Room Nights Sold" field and enter the number of nights you rented within the applicable quarter.

Community ▾ Discover ▾ Develop ▾ Government ▾

56 Lindsay Road 5

John Smith

Email Address \* info@northernbruce.ca

Contact Phone Number \* 833-793-3537

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### Municipal Accommodation Tax Collection

Enter the details required for the applicable reporting period.

Reporting Period \* Q1 - January 1 to March 31

Number of Room Nights Sold \* |

Accommodation Revenue for the Selected Reporting Period \*  
Enter the amount of revenue received in the reporting period. If no revenue collected, enter 0.00.

Total Amount of Municipal Accommodation Tax Collected (Total Accommodation Revenue \* 4%)  
\$0.00

---

### Claimant Declaration

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

Signature \* Date \*

13

Click the "Accommodation Revenue for the Selected Reporting Period" field and enter the amount of revenue generated within the applicable quarter.

---

### Municipal Accommodation Tax Collection

Enter the details required for the applicable reporting period.

Reporting Period \* Q1 - January 1 to March 31

Number of Room Nights Sold \* 10

Accommodation Revenue for the Selected Reporting Period \*  
Enter the amount of revenue received in the reporting period. If no revenue collected, enter 0.00.

Total Amount of Municipal Accommodation Tax Collected (Total Accommodation Revenue \* 4%)  
\$0.00

---

### Claimant Declaration

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

Signature \* Date \*



Please enter the gross revenue for your rental operation.

14

Click the "Total Amount of Municipal Accommodation Tax Collected" field. The amount will automatically be generated for you based on the revenue entered in the previous field.

#### Municipal Accommodation Tax Collection

Enter the details required for the applicable reporting period.

Reporting Period \*

Q1 - January 1 to March 31

Number of Room Nights Sold \*

10

Accommodation Revenue for the Selected Reporting Period \*

5000

Total Amount of Municipal Accommodation Tax Collected (Total Accommodation Revenue \* 4%)

\$200.00

#### Claimant Declaration

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

Signature \*

Date \*



**15** Scroll down and sign the "Signature field"

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

**Signature \***

**Date \***



Clear

Questions about this collection can be sent directly to us via our [email form](#). More information about our website.

Personal information on this form is collected under the authority of the Municipal Act, 2001, and will be used for the purpose of responding to your request. If you have any questions about this information should be directed to the Clerk at 1-833-793-3537 ext. 236.

**16** If you have an error with your signature, click "Clear".



Clear

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

Personal information on this form is collected under the authority of the Municipal Act, 2001, and will be used for the purpose of responding to your request. If you have any questions about this information should be directed to the Clerk at 1-833-793-3537 ext. 236.

17 Click the "Date" field.

applicable attachment(s) are true and correct.

Date \*



18 Select the applicable date you are remitting the MAT.

the attachment(s) are true and correct.

Date \*



Jan 2025

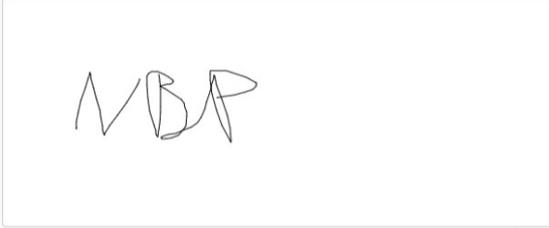
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Clear

our [email form](#). More information about the [Municipal Accommodation Tax Program](#) can be found on our

## 19 When you have completed the form, click "Continue"

Signature \*



Clear

Date \*

1/3/2025



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.

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Continue



Contact Us

Municipality of  
Northern Bruce Peninsula  
56 Lindsay Road E

Hours of Operation

Monday to Friday

Connect with Us



## 20 Review the information from the form, if everything looks right click "Continue"

- **Contact Phone Number**  
833-793-3537
- **Reporting Period**  
Q1 - January 1 to March 31
- **Number of Room Nights Sold**  
10
- **Accommodation Revenue for the Selected Reporting Period**  
5000
- **Total Amount of Municipal Accommodation Tax Collected (Total Accommodation Revenue \* 4%)**  
\$200.00
- **Date**  
1/3/2025

Description		Cost
Municipal Accommodation Tax Collection		\$200.00
	Subtotal:	\$200.00
	Total:	\$200.00

Back

Continue

Contact Us

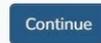
Hours of Operation

Connect with Us

**21** If there is an issue with the information from the form, select the "back" button.

- **Contact Phone Number**  
833-793-3537
- **Reporting Period**  
Q1 - January 1 to March 31
- **Number of Room Nights Sold**  
10
- **Accommodation Revenue for the Selected Reporting Period**  
5000
- **Total Amount of Municipal Accommodation Tax Collected (Total Accommodation Revenue \* 4%)**  
\$200.00
- **Date**  
1/3/2025

Description		Cost
Municipal Accommodation Tax Collection		\$200.00
	Subtotal:	\$200.00
	<b>Total:</b>	<b>\$200.00</b>



Contact Us      Hours of Operation      Connect with Us

**22** Review the information from the form, if everything looks right click "Continue"

- **Contact Phone Number**  
833-793-3537
- **Reporting Period**  
Q1 - January 1 to March 31
- **Number of Room Nights Sold**  
10
- **Accommodation Revenue for the Selected Reporting Period**  
5000
- **Total Amount of Municipal Accommodation Tax Collected (Total Accommodation Revenue \* 4%)**  
\$200.00
- **Date**  
1/3/2025

Description		Cost
Municipal Accommodation Tax Collection		\$200.00
	Subtotal:	\$200.00
	<b>Total:</b>	<b>\$200.00</b>



Contact Us      Hours of Operation      Connect with Us

23

A payment screen will appear. Click the "Payment Method" field and select the the "Credit Card" option.

info@northernbruce.ca

- **Contact Phone Number**  
833-793-3537
- **Reporting Period**  
Q1 - January 1 to March 31
- **Number of Room Nights Sold**  
10
- **Accommodation Revenue for the Selected Reporting Period**  
5000
- **Total Amount of Municipal Accommodation Tax Collected (Total Accommodation Revenue \* 4%)**  
\$200.00
- **Date**  
1/3/2025

Description	Cost
Municipal Accommodation Tax Collection	\$200.00
Subtotal:	\$200.00
<b>Total:</b>	<b>\$200.00</b>

Payment Method: \*

Credit Card

Card Type: \*

-- Select --



Name on Card: \*

24

Select the "Card Type" field and select the applicable credit card you are utilizing.

Tax Collection

Payment Method: \*

Credit Card

Card Type: \*

MasterCard



Name on Card: \*

Credit Card Number: \*

Credit Card Verification: \*

[What's this?](#)

25 Fill out the applicable payment information in the remaining fields.

Payment Method: \*

Card Type: \*

Name on Card: \*

Credit Card Number: \*

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

Expiry Date (MM/YY)  /

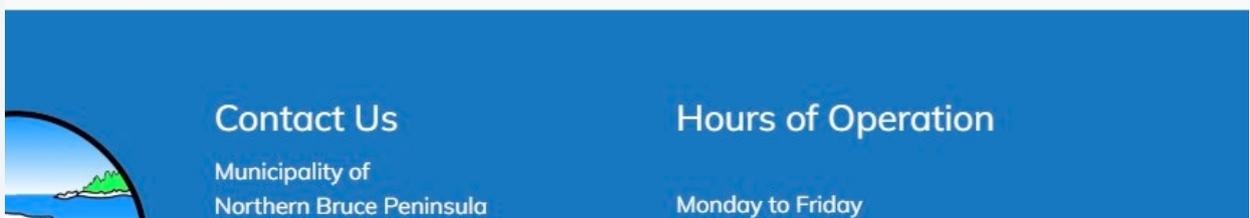
26 Once complete click the "Process" button.

Name on Card: \*

Credit Card Number: \*

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

Expiry Date (MM/YY)  /



**Contact Us**  
Municipality of  
Northern Bruce Peninsula

**Hours of Operation**  
Monday to Friday

27 Following the successful remittance of the MAT, the following page will appear.



Thank You

Thank you for your submission of Municipal Accommodation Tax.

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

- i** 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

- i** 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).