

Tax and Revenue Administration (TRA)

Transportation Fuels
Carbon Levy Remitter Return
Instruction Guide

Date released / updated: January 2018

Transportation Fuels Carbon Levy Remitter Return Instruction Guide

NOTE: This Instruction Guide is intended to provide assistance when completing the Transportation Fuels Carbon Levy Remitter return. Every effort has been made to ensure the contents are accurate. However, if a discrepancy should occur in interpretation between this Instruction Guide and governing legislation, the legislation takes precedence.

The Government of Alberta recognizes that many First Nations people and communities in the province prefer not to describe themselves as Indians/Indian bands. These terms have been used where necessary to reflect their legal meaning in the federal *Indian Act*.

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Who Must Complete this Return

A person who is:

- registered with TRA as a carbon levy direct remitter for transportation fuels; or
- registered with TRA as a carbon levy direct remitter for natural gas, but is not a natural gas distributor; or
- licenced under the Climate Leadership Act for gasoline, diesel, aviation fuel, or bunker fuel

must complete a Transportation Fuels Carbon Levy Remitter Return on a monthly basis.

TAX AND REVENUE ADMINISTRATION (Website: http://tra.alberta.ca) 9811 - 109 STREET, EDMONTON AB T5K 2L5

General:

Email: TRA.CarbonLevy@gov.ab.ca

Phone: 780-644-4300; Fax: 780-644-4144

Note: for toll-free service in Alberta, call 310-0000, then enter the number.

This return is available in <u>Tax and Revenue Client Self-service (TRACS)</u>. TRACS is a secure online system for TRA corporate and commodity taxpayers, claimants and filers to conveniently conduct business with TRA.

Further information on TRACS can be found on TRA's website at: http://tra.alberta.ca/tracs.

Further information on the Carbon Levy – Transportation Fuels can be found in the following information circulars:

- <u>CL-T-1 Transportation Fuels Registration</u>
- CL-T-2 Transportation Fuels Payable, Filing and Remittance
- CL-T-3 Transportation Fuels Exemptions and Licences
- CL-T-4 Transportation Fuels Refunds and Rebates
- CL-NG-2 Natural Gas Payable Filing and Remittance

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Completing the Return

The following steps and screen shots will assist you with completing the Transportation Fuels Carbon Levy Remitter Return:

Step 1 of 7: Select Period End (Image 1)

- 1. Select the period end from the drop-down box.
- 2. Once completed, select 'Next'.

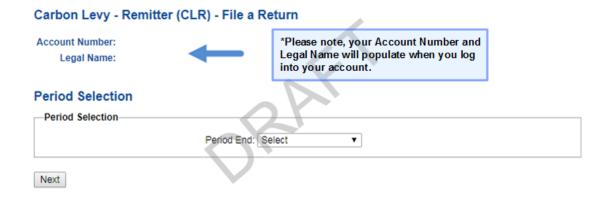


Image 1: This is how the screen will appear for step 1 of the remitter return.

Step 2 of 7: Registered Fuels (Image 2)

- 1. The list of fuel types you are registered for is displayed. The available fuel types are those active as of the period end selected.
- 2. To continue, select 'Next'



Image 2: This is how the screen will appear for step 2 of the remitter return.

Step 3 of 7: Fuel Reporting, Adjustments and Credits (Image 3)

- Select the box in line 050 if there are no Other Fuel volumes to report for this period.
- The following fuel volumes subject to carbon levy should be included in line 215:
 - Fuel imported into Alberta and sold in Alberta;
 - Fuel sold or removed from a refinery or terminal, as designated under the Fuel Tax Act in Alberta;
 - Fuel acquired from a direct remitter, licence holder or, in the case of an approved Full Direct Remitter (FDR) under the Fuel Tax Act, the volumes of gasoline, diesel, aviation gas or aviation jet fuel acquired from another FDR;
 - Natural gas purchased and removed from a transmission pipeline for own use; or

- Natural gas or raw gas sold and removed from a fuel production facility (see Special Notice, Vol. 11, No. 4) if the natural gas or raw gas is not delivered into another fuel production facility, transmission pipeline or natural gas distribution system.
- If you are a licence holder, report volumes you have sold, exported or used.

Do not include fuel volumes:

- Acquired and sold to a licence holder; or
- Imported into Alberta or acquired from a direct remitter, FDR or licence holder in Alberta and delivered to a refinery or terminal, that remain in inventory at the end of a reporting period.

For FDR's, the value in line 215 should be equivalent to the accountable volumes reported on the Alberta generic fuel tax return.

3. On **line 220** report volumes used in your own operations that are subject to carbon levy and have not been included in Line 215 above. Include volumes of fuel used for an eligible exempt purpose.

Fuel including natural gas or raw gas that is consumed in the field to operate a well or other equipment must be included in own use

- 4. **Line 290** is the subtotal of lines 215 and 220 and will populate on the review page.
- 5. On **line 315** report volumes of fuel sold to entities in Alberta that have provided a valid exemption certificate enabling them to purchase specific fuels exempt from carbon levy as an entity that reports as a specified gas emitter. Include volumes of fuel used for your own use as a specified gas emitter if eligible.

The effective date and active status of exemptions certificates can be confirmed online using the Tax and Revenue Administration Client Self-Service (TRACS) system.

6. On line 320 report volumes of fuel sold exempt from carbon levy to the Government of Canada or armed forces of another country where documentation has been provided confirming that the fuel is being purchased for use by the Government of Canada or armed forces of another country.

7. On line 325 report volumes of aviation fuel sold to:

- Entities that have provided a valid exemption certificate enabling them to purchase jet fuel and/or aviation gas exempt from carbon levy.
- Foreign air transport service operators that provide federal documentation establishing eligibility to purchase aviation fuel exempt of excise tax for international

flights.

The effective date and active status of exemptions certificates can be confirmed online using the Tax and Revenue Administration Client Self-Service (TRACS) system.

8. On **line 330** report volumes of fuel sold to entities in Alberta that have provided a valid exemption certificate enabling them to purchase specific fuels exempt from carbon levy as an entity that uses the fuel as a raw material/diluent/solvent for the purposes of manufacturing, including petrochemical manufacturing. Include the volume of a specific fuel purchased for your own use if you have an exemption certificate for that specific fuel and the specific fuel is used as a raw material/diluent/solvent.

The effective date and active status of exemptions certificates can be confirmed online using the Tax and Revenue Administration Client Self-Service (TRACS) system.

9. On **line 335** report volumes of diesel fuel sold to entities in Alberta that are registered as locomotive fuel users and have a valid Remitter Number.

The effective date and active status of the locomotive fuel user's remitter number can be confirmed online using the Tax and Revenue Administration Client Self-Service (TRACS) system.

10. On line 340 report volumes of fuel sold to entities in Alberta that have provided a valid exemption certificate enabling them to purchase specific fuels exempt from carbon levy as an Oil and Gas Production Process before 2023. Include the volume of a specific fuel purchased for your own use if you have an exemption certificate for that specific fuel and the specific fuel is used for an eligible exempt oil and gas production process before 2023.

The effective date and active status of exemptions certificates can be confirmed online using the Tax and Revenue Administration Client Self-Service (TRACS) system.

- 11. On **line 358** report volumes of fuel sold to entities in Alberta for other approved uses. Documentation satisfactory to the Minister must be maintained to support exemption.
- 12. On **line 359** enter a text description of the type of exemption claimed on line 358 above.
- 13. On **line 370** report the following volumes:
 - Fuel that you export from Alberta.
 - Fuel that is sold or removed from a designated offsite storage facility, or refinery or terminal designated under the *Fuel Tax Act*, and evidence satisfactory to the Minister is provided by the purchaser that the fuel is intended for export from Alberta at the time it is sold.

- 14. On **line 380** report volumes of fuel sold to a Full Direct Remitter (FDR) under the *Fuel Tax Act*, i.e., the volumes of gasoline, diesel, aviation gas or aviation jet fuel sold to another FDR. The effective date and active status of a FDR can be confirmed on Treasury Board and Finance's website at:

 www.finance.alberta.ca/publications/tax_rebates/fuel/entities_full_direct_remitters.html.
- 15. **Line 420** is the sum lines 315, 320, 325, 330, 335 340, 358, 370 and 380 and will populate on the review page.
- 16. On **line 450** report any miscellaneous verifiable volume adjustments that are not reflected in any other volume reported on a different line on the return.
- 17. **Line 500** is line 290 less line 420 plus or minus line 450 and will be visible on the review page.
- 18. **Line 510** indicates the specific carbon levy rate per fuel type.
- 19. Line 550 is line 500 is multiplied by line 510 and will be visible on the review page.

Exemption Certificates and Other Evidence of Exemption (Indian or Indian Band)

There is no line for sales to First Nations on the Transportation Fuels Carbon Levy Remitter Return. The carbon levy exemption on transportation fuels (clear gasoline, clear diesel, aviation gas, aviation jet fuel, and propane for motive use) for Indian and Indian Bands is administered through TRA's Alberta Indian Tax Exemption (AITE) program. Generally, the recovery of the carbon levy for eligible AITE sales will occur through the regular AITE claims process for transportation fuels.

For more information, please view our Carbon Levy FAQs for AITE Retailers at http://www.finance.alberta.ca/publications/tax_rebates/faqs_carbon-levy-aite.html and the AITE section of our website at http://www.finance.alberta.ca/publications/tax_rebates/aite/index.html

Carbon Levy - Remitter (CLR) - File a Return

Account Number: Legal Name:

Operating Name: TRANSPORTATION AND OTHER

Period End Date:

Transportation

	Diesel - clear (in Litres)	Diesel - marked (in Litres)	Gasoline - clear (in Litres)	Gasoline - marked (in Litres)
No Fuel volumes or adjustments to report for this period				
215 Gross Volumes Subject to Carbon Levy				
Own Use Subject to Carbon Levy (if not included in line 215)				
290 Subtotal ()				
Less				
Exempt Volumes Sold in Alberta				
315 Specified Gas Emitters				
320 Exempt Government Entities				
325 Exempt Aviation Fuel Users				
330 Raw Material / Diluent / Solvent				
335 Exempt Locomotive Fuel Users				
Exempt Oil and Gas Production Process before 2023				
358 Other (please specify below)				
359 Description of Other				
370 Exported Out of Alberta				
Volumes sold to a Full Direct Remitter under the FTA				
420 Total Exempt Volumes (1)				
450 Volume Adjustments				
500 Total Volumes Subject to Carbon Levy (1)				
510 Carbon Levy Rate	\$0.0535	\$0.0535	\$0.0449	\$0.0449
550 Subtotal Carbon Levy Payable (1)				

Image 3: This is how the screen will appear for step 3 of the remitter return.

Step 4 of 7: Adjustments and Credits (Image 4)

- On line 605 enter the dollar total of carbon levy related to bad debts being reported as written off in the period as a negative amount and any carbon levy on bad debts that were reported in a prior period that have been subsequently recovered as a positive amount.
- 2. On **line 610** enter the carbon levy previously remitted on product that was destroyed, contaminated, etc., as a negative amount.
- 3. On **line 615** enter the net total of any carbon levy paid when acquiring product that has been included in this month's Gross Volumes Subject to Carbon Levy on line 290 as a negative amount.
- 4. On **line 698** enter the net total of any other monetary adjustments for the period that are not reflected in lines 605, 610, or 615.
- 5. On **line 699** enter a text description for the adjustment being claimed on line 698.
- 6. Line 720 is the sum of lines 605, 610, 615 and 698 and will appear on the review page.
- 7. **Line 750** is the total of line 550 plus line 720 and will populate on the review page.
- 8. Select 'Review' on the bottom left side of the page.

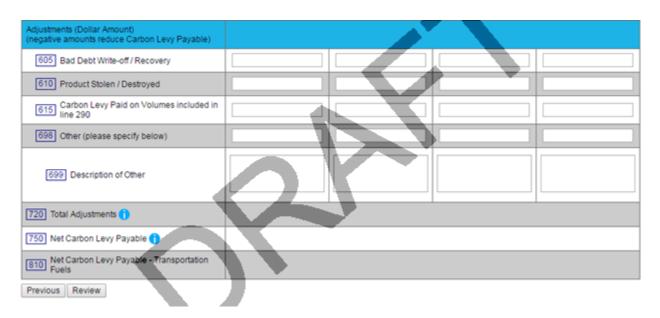


Image 4: This is how the screen will appear for step 4 of the remitter return.

Step 5 of 7: Review (Image 5)

- 1. Verify that all of the information entered is accurate.
- 2. Select 'Next' if you have another schedule to complete or 'Review Summary,' if you do not complete another schedule, to review the carbon levy payable and submit.

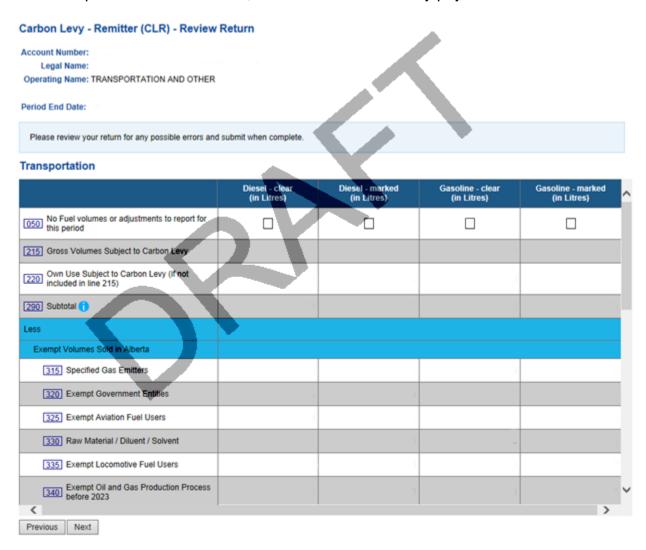


Image 5: This is how the screen will appear for step 5 of the remitter return.

Step 6 of 7: Review Summary (Image 6)

- 1. Line 810 indicates the carbon levy payable for Transportation Fuels
- 2. **Line 820** indicates the carbon levy payable for Other Fuels (if applicable).
- 3. The total amount of carbon levy payable or refundable is shown on **Line 900**.
- 4. After the information has been verified, select 'Submit.'

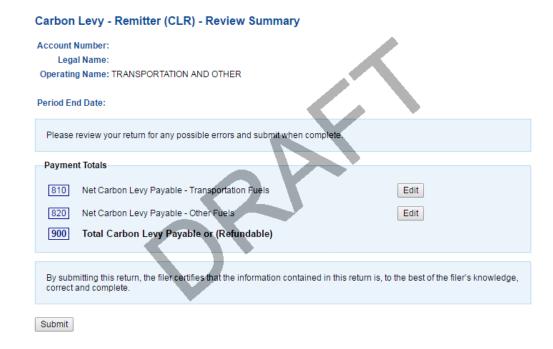


Image 6: This is how the screen will appear for step 6 of the remitter return.

Step 7 of 7: Confirmation (Image 7)

- 1. Your Remitter Return has now been successfully submitted.
- Print a copy of the summary sheet for your records. A submission details PDF will be available in the View Assessment Status section if you are unable to print a copy of the summary sheet.
- 3. The return must be submitted to TRA by the 28th day of the month following the period end.

Carbon Levy - Remitter (CLR) - Return Confirmation

Account Number:

Legal Name:

Confirmation Number:

It is important to print a copy of this page for your records.

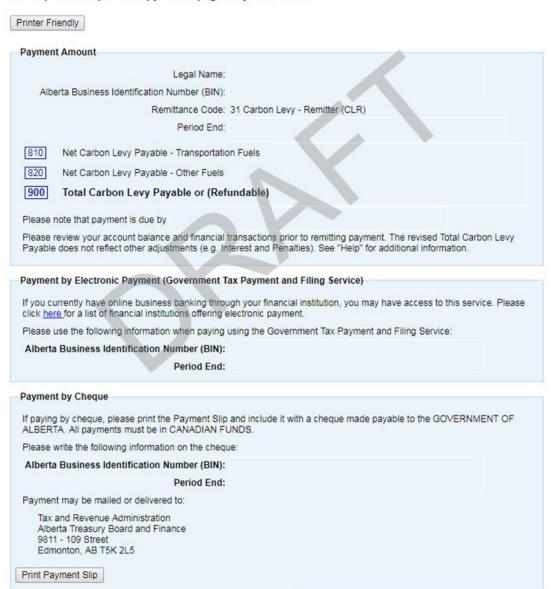


Image 7: This is how the screen will appear for step 7 of the remitter return.

Payment

There are several options for remitting the carbon levy payment to TRA including:

- pay online using electronic payment through your financial institution (Government Tax Payment and Filing Service); or
- pay by mail, courier or in person for cheques and money orders (payable to the Government of Alberta).

For more information on making a payment to TRA, please see: http://tra.alberta.ca/making-payments.

TRA must receive the payment by the 28th day of the month following the period end.

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Amending a Return

You can amend a return for a period that was previously submitted.

- 1. Choose the period end you would like to amend and select 'Next.'
- 2. You will receive a period warning message on the screen. Select 'Next' to continue with the amendment.
- 3. The assessed values from the previously submitted return will be available for editing. Click the field that you are amending and enter the new value. Repeat this step for all fields requiring an amendment.
- 4. When all amendments are complete, click 'Review.'
- 5. Verify that all of the information entered is accurate.
- 6. Select 'Submit.'

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Contact Information and Useful Links

Contact Tax and Revenue Administration (TRA):	Email: TRA.CarbonLevy@gov.ab.ca	
Visit our website:	http://tra.alberta.ca	
Subscribe to receive email updates:	http://tra.alberta.ca/subscribe.html	
TRA Client Self-Service (TRACS):	http://tra.alberta.ca/tracs	