

# Municipal Accommodation Tax Return

(Pursuant to By-Law 0023-2018)

Corporate Services  
Revenue Division  
300 City Centre Drive  
Mississauga ON L5B 3C1  
Tel: 3-1-1 or \*905-615-3411  
\*outside City limits  
FAX: 905-615-3532  
Email: tax@mississauga.ca



**Important:** A Municipal Accommodation Tax Return form must be completed and received by the City by the last day of every month for the previous month's reporting period even if no tax was collected. For example: April's tax return (April 1st to April 30th) must be received by May 31st. 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. **Additional form instructions on page two.**

## Accommodation Establishment Information

Name of Establishment Customer Number

Property Location Contact Name

Email Address Contact Phone Number

## Monthly Reporting Period

Reporting Period

to

## Municipal Accommodation Tax Collection

Accommodation Revenue for the above reporting period.  
If no revenue was collected in the reporting period enter "NIL" in Box "A".

**A**

Less Exemptions

**B**

Less Adjustments (provide details in ADJUSTMENTS section below)

**C**

( A - B - C )

Total Accommodation Revenue

**D**

**Total Amount of Municipal Accommodation Tax Collected**

**E**

**Number of Room Nights Sold**

**F**

## Adjustments

Explanation of Adjustment (please include reason for adjustment and to which reporting period it pertains to)

## Claimant Declaration

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

Signature

Date (MM/DD/YYYY)

Any personal information on this form is collected under the authority of By-law 0023-2018, A By-law to Impose Municipal Accommodation Tax (MAT) on the purchase of transient accommodation in the City of Mississauga. The personal information will be used for the administration of the MAT collection. Questions about this collection should be directed to the Manager, Revenue & Taxation, 300 City Centre Drive, Mississauga, Ontario L5B 3C1. Telephone 905-615-3200 ext. 5250.

## Instructions on Completing your Municipal Accommodation Tax Return Form

### Accommodation Establishment Information

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

### Reporting Period

Enter the month for which the return pertains to.

### Municipal Accommodation Tax Calculation

In Box "A": Enter the amount of revenue received in the reporting period. If no tax was collected in the reporting period enter "NIL" in Box "A".

In Box "B": Enter the amount of exemptions in the reporting period.

In Box "C": Enter the amount of adjustments in the reporting period.

In Box "D": Deduct the amounts in Box "B" & "C" from Box "A".

In Box "E": Enter amount of the 4% Municipal Accommodation Tax collected.

In Box "F": Enter amount of rooms sold in the reporting period.

### Adjustments

Please include an explanation of the adjustment (e.g. refunds) and to which reporting period the adjustment pertains to.

## Payment and Form Submission Information

**Form and payment must be received by the City by the last day of every month for the previous month's reporting period.**

### In Person

City of Mississauga  
300 City Centre Drive  
Cashiers - Ground Floor  
Mississauga ON L5B 3C1  
Hours: 8:15am - 4:45pm

Payment Options: Cash, Debit, Cheque

### By Mail

City of Mississauga  
Revenue Division - 4th Floor  
300 City Centre Drive  
Mississauga ON L5B 3C1  
Attention: Municipal Accommodation Tax  
Please make cheque payable to:  
**City of Mississauga**

**Payments made by mail or in person must be accompanied with this form.**

### By Electronic Fund Transfer

To get set up for EFT please email us at [tax@mississauga.ca](mailto:tax@mississauga.ca) or contact our Citizen Contact Centre at 3-1-1, or if calling outside City limits call 905-615-4311.

**For payments made by EFT, the form may be submitted by email to [tax@mississauga.ca](mailto:tax@mississauga.ca) or alternatively may be mailed.**

**For more information, please visit us at [www.mississauga.ca/municipalaccommodationtax](http://www.mississauga.ca/municipalaccommodationtax)**