



Guide

for Completing the Propane Retailer Return GT89R

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The information in this guide will help you complete the **Propane Retailer Return GT89R**. The guide also provides information about filing requirements including the time for filing a Return, penalties for filing a late Return, the required supporting schedules and payment information. The information in this guide does not replace the law found in the *Gasoline Tax Act* and related regulations.

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Visit ontario.ca/taxservices or call us at 1 866 ONT-TAXS (1 866 668-8297).

General Information

Retailers of propane must complete a monthly **Propane Retailer Return GT89R**. You are required to complete a Return even if you did not have any activity during the reporting period.

The return also allows retailers who are applying for a refund of the Ambient Allowance on gasoline or the Allowance to Retailers on gasoline sales, to apply for the refund by completing Line 10 or Line 11 on the Return.

You are also required, if applicable, to complete and attach to your return the **Adjustment Schedule GT/FT8**. The schedule is enclosed.

If you require paper copies of the return or schedules contact the Ministry of Finance (ministry) at the address or telephone provided in this guide.

If you choose, you may submit your own computer produced facsimile(s) of the returns and schedules, but they must be approved by the ministry before you use them for filing a return. Please contact the ministry for computer produced facsimile approval information.

Filing Requirements

The Return, supporting schedules and remittance for any tax collectable or tax payable must be filed **on or before the 21st day of the month following the last day of your reporting period**.

Should your return due date fall on a day when the ministry is not open during its regular hours of business then the due date is extended to include the next business day when the ministry is open during its regular hours of business.

Penalty

A penalty for late filing a Return or short/non-payment of taxes owing is equal to 10% of the tax collectable or 5% of the tax payable.

Records Retention

You are required to keep, at your principal place of business, records and books of account as well as any other documents to verify the information in the records and books, that will enable the accurate determination of the tax collectable and payable under the *Gasoline Tax Act*, for a period of seven years following the end of your fiscal year.

For further information regarding records retention, please refer to the publication entitled

Retention/Destruction of Books and Records. Copies are available at ontario.ca/recordretention or by calling the ministry at 1 866 ONT-TAXS (1 866 668-8297).

Reference Number

This is a unique number assigned by the ministry to each return and accompanying schedule(s) issued to a taxpayer. When communicating with the ministry, you must provide this unique Reference Number to identify a particular return/schedule(s), in addition to quoting your Identification Number if you have one (federal business number).

Change of Information

Please notify the ministry of any change in your name and address. When contacting the ministry, be sure to use your Identification Number found at the top left of the return. The ministry contact information is detailed below.

Freedom of Information

Personal information contained on the **Proprane Retailer Return GT89R** is collected under the authority of the *Gasoline Tax Act*, R.S.O. 1990, c.G. 5, and will be used for the purposes of the *Gasoline Tax Act*. Questions about this information collection should be directed to:

Senior Manager, Account Management
Account Management and Collections Branch
Ministry of Finance
33 King Street West, PO Box 625
Oshawa ON L1H 8H9
1866 ONT-TAXS (1 866 668-8297)

Delivery of Returns and Payments

Returns and payments may be filed using ONT-TAXS online at ontario.ca/taxservices or by mail to Ministry of Finance, 33 King St. W, PO Box 620, Oshawa, ON L1H 8E9.

Returns and payments are also accepted at ServiceOntario Centre locations on behalf of the ministry.

For ServiceOntario Centre locations, hours of operation and telephone numbers, visit serviceontario.ca or call toll-free 1 888 745-8888 (TTY toll-free 1 800 268-7095).

Print your Identification Number on the back of your cheque or money order. Your cheque/money order should be made payable to the **Minister of Finance**.

Payments cannot be made at financial institutions.

Enquiries

Ministry of Finance
33 King Street West, PO Box 625
Oshawa ON L1H 8H9
Toll free 1 866 ONT-TAXS (1 866 668-8297)
Hours of Service Monday to Friday 8:30am to 5:00pm
Teletypewriter (TTY) 1 800 263-7776
Fax 905 433-5680
Website ontario.ca/finance

Instructions to complete the Return

Identification

If your Legal Name, Address and Identification Number (federal business number) are preprinted, please verify the information. If the information is incorrect, make the necessary corrections on the Return. If blank, record your Legal Name, Address, and Identification Number if you have one.

Verify that the pre-printed Reporting Period (year-month-day) is correct. Indicate if there was **No activity during this reporting period** or if it is an **Amended return** by placing an X in the appropriate box.

Schedules

Complete applicable schedules. See schedule for instructions and attach your completed copies.

Tax Calculation

Tax Rates

Note: The Return has a provision for calculating tax due at the Current Tax Rate and at the Previous Tax Rate. Usually, you would report all your consumption and/or sales for the reporting period at the Current Tax Rate. The Previous Tax Rate will be used in the event of a tax rate change during the reporting period.

Rate Change Example: when the rate of tax for propane was changed from 2.3 cents per litre to the current rate of 4.3 cents per litre, assume that the total consumption and/or sales for the month was 50,000 litres of product. From your records, you would have calculated that consumption and/or sales at 2.3 cents per litre was 10,000 litres and 40,000 litres at the new rate.

On Line 1 you would have entered 40,000 in the Litres column. In the Tax Rate column enter 4.3 cents and in the Amount column, \$1,720.00 (40,000 litres x 4.3 cents). On Line 2 you would have entered 10,000 in the Litres column. In the Tax Rate column you would have entered 2.3 cents and in the Amount column, \$230.00 (10,000 x 2.3 cents).

Line 1. Tax collectable on propane sales at Current Tax Rate

Enter the number of litres of propane sold. Multiply the Litres by the Current Tax Rate. Enter the result in the Amount column.

Line 2. Tax collectable on propane sales at Previous Tax Rate

Enter the number of litres of propane sold only if the tax rate was changed during this reporting period. Multiply the Litres by the Previous Tax Rate and enter the result in the Amount column.

Line 3. Tax on own taxable consumption of propane at Current Tax Rate

Enter the number of litres of propane consumed by your licensed vehicles. Multiply the Litres by the Current Tax Rate. Enter the result in the Amount column.

Line 4. Tax on own taxable consumption of propane at Previous Tax Rate

Enter the number of litres of propane consumed by your licensed vehicles only if the tax rate was changed during this reporting period. Multiply the Litres consumed, by the Previous Tax Rate and enter the result in the Amount column.

Line 5. Total tax before adjustments

To calculate the total tax before adjustments, add lines 1 to 4.

Line 6. Propane purchases on which Ontario tax was paid at Current Tax Rate

Report on this line the number of litres of bulk propane purchased on which Ontario tax was paid. Multiply the Litres by the Current Tax Rate and enter the result in the Amount column.

Line 7. Propane purchases on which Ontario tax was paid at Previous Tax Rate

Report on this line the number of litres of bulk propane purchased, including tax. Multiply the Litres by the Previous Tax Rate and enter the result in the Amount column.

Line 8. Adjustment amount

This section allows you to make adjustments to your tax due. Examples of adjustments include bad debt claims, payment of an outstanding balance or a reduction in your tax due as a result of a credit on your account.

Enter the Total Adjustment Amount (\$) from your completed and attached **Adjustment Schedule GT/FT8**. Please check the appropriate Minus or Plus box to indicate whether the amount should be subtracted or added to calculate the total.

Line 9. Total Tax Due

To calculate the Total Tax Due, subtract the sum of lines 6 to 8 from line 5.

Line 10. Allowance to Retailers (Gasoline)

A refund is available to cover the tax on gasoline lost through evaporation, temperature changes and minor spillage. Enter the total Allowance to Retailers for gasoline from your completed Application for Refund Allowance to Retailers Gasoline Schedule 1 -TEU.

OR

Line 11. Application for Ambient Allowance (Gasoline)

A refund is available to retailers who purchased gasoline at volume corrected measurement and re-sold it at ambient measurement and did not receive an ambient temperature allowance from their suppliers. Enter the total amount of Ambient Allowance for gasoline from your completed Application for Refund Ambient Allowance Gasoline Schedule 2 - TEU.

Line 12. Net Tax Due

To calculate the **Net Tax Due**, subtract line 10 or 11 from line 9. This is the amount of the payment that must accompany your Return.

Certification

If you are not filing your return through ONT-TAXS online then the Return must be signed and dated by an authorized signing officer. The information contained in the return must, to the knowledge of the authorized signing officer, be true, correct and complete.

If this Return is signed by a third party (such as your accountant or solicitor) the ministry needs your authorization. A properly completed **Authorizing or Cancelling a Representative form** must be returned to the ministry. Forms are available at ontario.ca/taxrep.

The name and title of the person signing the Return must also be printed in the space provided.

Please retain this guide for future reference. If you require additional copies, visit ontario.ca/gasolinetax or call 1 866 ONT-TAXS (1 866 668-8297).