



Finance Department  
Accommodation Tax By-Law No. 4448  
Accommodation Tax Refund Information  
Form AT03-2011

**In support of your application, you must provide the following:**

- Copies of bills of sale, invoices or receipts showing the names and addresses of the lodging establishments, the date(s) of stay and the amount of accommodation tax paid
- A list (if the claim contains more than one invoice or receipt) of all names and addresses of the lodging establishments, the date(s) of stay and the amount of accommodation tax paid
- Any other documents to support the basis of your application (such as copies of credit invoices, lodging invoices showing the date(s) stayed and accommodation taxes paid).

**If you are applying for a refund and you are a family member of a person receiving medical treatment or testing**, you must provide a copy of a document that shows you do not reside in The Pas (such as a driver's license, Health Insurance Card, Utility Bill, Property Tax Bill or any other official document showing your name and address) and indicate your relationship to the individual receiving the medical treatment or testing. To complete your application, Part C of this form must also be completed by the medical facility or physician of the individual who has traveled to The Pas for treatment and whom you are accompanying.

**If you are a tour operator applying for a refund during the transition period**, you may be eligible for a refund on the accommodation tax paid. To receive your refund, you must complete and submit your application prior to August 1, 2012 and submit the following documentation:

- Copies of written agreement entered into with a lodging establishment prior to October 1, 2011 showing that specific lodging accommodation was purchased and copies of the written agreement showing that the accommodation was subsequently resold where the agreement does not require the subsequent purchaser to pay the accommodation tax and in which the purchase price is fixed and cannot be changed to take into account the imposition of the accommodation tax
- Copies of the invoices or receipts from the lodging establishment showing your company's name, the date(s) of stay and the amount of accommodation tax paid

**Part C – Medical Information**

A refund of the Accommodation Tax paid is available to either the individual receiving medical treatment or testing or to family members who may accompany the individual if the following circumstances apply:

- The individual, or where applicable, the individual's family member(s) do not reside in The Pas and have purchased temporary accommodation in The Pas while the individual is receiving medical treatment or testing at a hospital or seeking specialist medical advice or treatment

To receive your refund, either have the medical facility or physician complete and sign Part C of this form, or include a copy of a letter from the facility or physician that indicates the date(s) the individual receiving the treatment or testing was in The Pas.

To be eligible for a refund, this form must be received by the Town of The Pas no later than one year from the date the accommodation was purchased

**Mail this form and all required documents to:**

Town of The Pas  
Accommodation Tax  
Box 870  
The Pas, MB R9A 1K8