

# Remitting Parking Tax



**BULLETIN 012**

## *TransLink Tax Bulletin*

Issued by the South Coast British Columbia Transportation Authority ("TransLink")  
under the South Coast British Columbia Transportation Authority Act

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*Do you have questions about remitting or paying the Parking Tax you collect?  
Do you have questions about filing frequencies, due dates and payment times?*

This bulletin provides specific information about remitting Parking Tax, as outlined in the *South Coast British Columbia Transportation Authority Act*.

For general GST information that applies to all businesses, please see the Canada Revenue Agency website at [canada.ca/en/revenue-agency/services/tax/businesses/topics/gst-hst-businesses.html](https://canada.ca/en/revenue-agency/services/tax/businesses/topics/gst-hst-businesses.html) or call 1-800-959-5525.

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## **Definition**

TransLink sends a Parking Tax Return to all registered businesses that sell parking at the end of each reporting period. The tax collectable on your sales from selling parking rights for a fee or any other consideration. Please refer to **Bulletin 105, Motor Vehicle Parking** for further detail and parking tax applicability.

When you remit the tax due, you must submit a completed Parking Tax Return, along with payment of the tax due. For information on completing the return form, please see **Bulletin 032, Completing the Parking Tax Return**.

## Tax Return Filing Frequency

### STANDARD FILING FREQUENCY

Your filing frequency or tax reporting period determines how often you file a tax return and remit the Parking Tax due. TransLink assigns your filing frequency based on the amount of tax you collect annually. Generally, the more Parking Tax you collect, the more frequently you are required to file a tax return and remit the tax due.

All businesses remit tax returns monthly, quarterly, semi-annually, or annually. The following chart illustrates the filing frequency options available to businesses.

Tax Collected Per Year	Filing Frequency Options
More than \$12,000	Monthly only
More than \$6,000 up to \$12,000	Monthly or Quarterly
More than \$3,000 up to \$6,000	Quarterly or Semi-annually
\$3,000 or less	Quarterly, Semiannually or Annually

**Example:** You have taxable parking sales of \$3,000 each month and collect \$870 in Parking Tax on these sales; therefore, you remit \$10,440 in Parking Tax each year. Because you remit between \$6,000 and \$12,000 in Parking Tax each year, you may qualify to file your parking tax returns monthly or quarterly.

If the amount of tax you regularly collect changes, TransLink may adjust your filing frequency. TransLink will notify you by letter if this happens.

### CHANGING YOUR FILING FREQUENCY

In certain instances, you may request to have your filing frequency changed. Your eligibility to change your filing frequency depends on the following circumstances.

- The amount of tax you collect and remit.
- Your remittance history. You require a good remittance history, such as three years of on-time returns and payments. If you have compliance issues (e.g. not remitting tax collected or frequently remitting late), you may not be eligible to change your filing frequency.

To request a change to your filing frequency or to discuss your filing frequency options, please contact TransLink Parking Tax Services.

If you are requesting a filing frequency change in writing, please send your request to the attention of Parking Tax Administrator, and include your contact information, registration number, business number, and your preferred filing frequency. If you have special circumstances, please describe your situation.

If your request is approved, you will receive a letter advising you of your new filing frequency. Your new filing frequency will become effective on the date of the letter and your next tax return should reflect this change. If your request is not approved, TransLink will contact you and explain why you did not qualify.

**Please note:** Until you receive a letter stating that your filing frequency has been changed, you must continue to submit your Parking Tax returns and payments as usual. When you remit your taxes, make sure they are always received by TransLink on or before the due date indicated on your tax return.

## Remitting

### MONTHLY FILING

Your tax return and payment is due on or before the 23rd day after the last day of your reporting period. For example, if your reporting period ends May 31, your tax return and payment is due June 23rd.

### QUARTERLY FILING

Your tax return and payment is due on or before the 23rd day of the first month following each 3-month period beginning on January 1, April 1, July 1 or October 1. For example, for your reporting period January 1 to March 31, your tax return and payment is due April 23rd.

### SEMI-ANNUAL FILING

Your tax return and payment is due on or before the 23rd day of the first month following each 6-month period beginning on January 1, and July 1. For example, for your reporting period July 1 to December 31, your tax return and payment is due January 23rd of the following year.

### ANNUAL FILING

Your tax return and payment is due on or before the 23rd day of the first month following each 12-month period beginning on January 1, and July 1. For example, for your reporting period July 1 to June 30, your tax return and payment is due July 23rd.

TransLink prints your due date on the Parking Tax Return form sent to you each reporting period. If the due date falls on a weekend or statutory holiday in British Columbia, your tax return and payment are due by 4:00 pm on the first business day following the due date.

Your tax return and payment must be received by TransLink by the due date.

### BY MAIL/COURIER/HAND DELIVERED

You can send in a copy of your Parking Tax return with full payment by mail/courier or hand delivered to:

#### Parking Tax Services

TransLink  
400-287 Nelson Court  
New Westminster, BC V3L OE3

Your tax return and payment **must be received** by TransLink before the close of business (4:00 pm) on the 23rd of the month following the end of your reporting period to be considered **on time**. Tax returns postmarked but not received by the due date are not on time.

Tax returns sent by courier that require a receiving signature must be received by TransLink before the close of business (4:00 pm) on the due date to be considered on time.

### AT FINANCIAL INSTITUTIONS

You can pay the Parking Tax due at most Canadian banks, credit unions and trust companies. Check with your financial institution to see if they provide this service.

**Important:** If your Parking Tax payment is made via **ATM/Teller at a financial institution** or processed online from your bank account, **you must submit your return to TransLink on or before the due date for our processing**. You can mail the return to the TransLink mailing address, or fax the return (both sides) to Parking Tax Services at: (778) 375-7828 or Email: [parkingtax@translink.ca](mailto:parkingtax@translink.ca)

If you pay the Parking Tax due at your financial institution, please keep in mind the following:

- **Original Tax Return:** Financial institutions can only process original copies of the tax return (i.e. the copy you receive in the mail). Financial institutions cannot process copies printed from TransLink's website. If you print a copy from the website, you need to submit it directly to TransLink.
- **Tax Return Form:** Both the remittance and the worksheet portions of your Parking Tax Return need to be stamped by the financial institution. You will receive the worksheet portion back as a receipt of payment and the remittance portion of the tax return will be sent to TransLink. **REMINDER:** *You will still need to submit your return to TransLink on or before the due date for our processing.*
- **Fees:** Your financial institution may charge a fee for accepting your tax payment. If there is a fee, you need to pay it separately. The fee cannot be added or deducted from the amount of tax due.
- **Paying On Time:** If you are paying your tax on the due date, you must ensure that the correct date is stamped on your tax return by the financial institution. After a certain time of day, banks may date their work as though it were processed on the next business day. If this occurs, your tax return will be considered late.
- **ATM:** Payments made through an automatic bank machine or automatic teller machine (ATM) are stamped as of the day they are processed, which may be the next business day. Therefore, it is strongly recommended that ATMs not be used when making a payment near the due date. **REMINDER:** *You will still need to submit your return to TransLink on or before the due date for our processing.*

- **Online:** Payments made electronically from your bank account are often processed the next business day. Therefore, you should process your online payment at least one day before the due date. You must first enroll for online payment service with your financial institution. **REMINDER:** *You will still need to submit your return to TransLink on or before the due date for our processing.*
- **Nil Tax Return:** Nil tax returns (where no tax is due) cannot be processed by a financial institution. You need to submit your nil return directly to TransLink for processing.

## Methods of Payment

You can pay the Parking Tax due by cheque or money order, made payable to TransLink. Please note that TransLink does not accept payments by credit card, debit or cash. However, most financial institutions will accept payment by cash, cheque or debit.

## Remitting Late or Underpaying

If you underpay your Parking Tax Return, you will be issued an assessment for the tax due.

You are allowed one late tax return or underpayment without penalty, interest or loss of commission. After the first allowance, if you submit your tax return late or you do not pay it in full (i.e. underpay), you will be issued an assessment for the tax due plus penalty and interest, and you will not receive your commission.

For more information, please see **Bulletin 004**, *Penalty and Interest Charges for Overdue Parking Tax Returns*.

### Need More Information?

Telephone:  
**(778) 375-7829** Mon–Fri 8:00am to 4:00pm

E-mail:  
**parkingtax@translink.ca**

Website:  
**translink.ca/parkingtax**

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The information in this bulletin is for your convenience and guidance and is not a replacement for the legislation. Any conflict or inconsistency between applicable legislation and this bulletin will be resolved by referring to applicable legislation. Access to the *South Coast British Columbia Transportation Authority Act* and Regulations are available on our website at **translink.ca/parkingtax**.

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