

Completing the Parking Tax Return



BULLETIN 032

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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*Are you registered to collect Parking Tax?
Do you need help completing the tax return form?*

This bulletin is a guide to help you complete the Parking Tax Return. For detailed information on where and how to file your tax return, please see **Bulletin 012, Remitting Parking Tax**.

Contents

- Overview..... 1
- Front of the Tax Return..... 2
- Completing the Worksheet..... 2
- Completing the Remittance Form..... 5
- Internal Tax Account Adjustments..... 5
- Filing Your Tax Return..... 6
- Contact..... 6

Overview

TransLink sends a Parking Tax Return to all registered businesses that sell parking at the end of each reporting period.

YOU USE THE TAX RETURN TO:

- Calculate and pay the Parking Tax collected on your sales during your reporting period; and
- self-assess and pay the Parking Tax due on parking rights you purchased for your business or personal use, if you were not charged Parking Tax at the time of your purchase.

Front of the Tax Return

INFORMATION PRINTED ON THE FORM

TransLink prints the following information on the front of the tax return form.

- **Business Number:** For more information on business numbers, please see www2.gov.bc.ca/gov/content/employment-business/business/managing-a-business/permits-licences/businesses-incorporated-companies/business-number#business-number
- **Registration Number:** Your registration number is separate from your business number. TransLink assigns you a registration number when you register to collect and remit the Parking Tax.
- **Due Date:** This is the date your tax return and payment are due (23 days after the last day of your reporting period). For more information on due dates and remitting tax, please see **Bulletin 012, Remitting Parking Tax**.
- **Period Covered:** This is the reporting period for your tax return.

NIL RETURNS – NO PARKING TAX COLLECTED

You are required to complete and send in your tax return even if you did not make any taxable sales on parking rights. In this case, complete and file your tax return as follows:

- in **Boxes A and C** at Step 1, enter the total amount of your non-taxable sales or “0” if you made no sales; and
- in **Box L** at Step 4, enter “Nil”. If you do not file a nil return, TransLink may estimate the amount of Parking Tax due based on your previous sales and send you an assessment for the estimated Parking Tax you owe, plus any applicable interest and penalties.

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REMITTANCE FORM

After completing the worksheet on the back of the tax return, you enter the amount paid on the Remittance Form (the bottom portion of the tax return).

Completing the Worksheet

On the back of the tax return is the worksheet (please keep a copy for your records). The worksheet has four steps and will help you complete your tax return accurately.

STEP 1: TOTAL SALES

In **Box A**, enter the total amount of **all** your taxable sales of parking rights during the reporting period.

In **Box B**, enter the total amount of parking tax exempt sales during the reporting period to deduct from total sales.

In **Box C**, enter the net parking tax applicable sales (Box A minus Box B)

Your total sales do not include the Parking Tax nor the Goods & Services Tax (GST).

TransLink’s transportation service region is currently the boundaries of the Greater Vancouver Regional District (Metro Vancouver):

- Anmore
- Belcarra
- Bowen Island
- Burnaby
- Coquitlam
- Delta
- Electoral Area A (UBC)
- Langley City
- Langley Township
- Lions Bay
- Maple Ridge
- New Westminster
- North Vancouver City
- North Vancouver District
- Pitt Meadows
- Port Coquitlam
- Port Moody
- Richmond
- Surrey
- Tsawwassen
- Vancouver
- West Vancouver
- White Rock

STEP 2: TAX COLLECTABLE ON SALES

In **Box D**, enter all tax that you have collected or is collectible on parking tax applicable sales. This amount should equal the parking rights tax of 29% applied on the amount entered in **Box C**.

If you are entitled to an internal tax account adjustment (please see the section on page 5, *Internal Tax Account Adjustments*), enter the total adjustment amount in **Box E**. Deduct this amount from the tax collectible on sales recorded in Box D, and enter the difference in **Box F** as the net parking tax on sales.

COMMISSION

In **Box G**, enter your commission. Your commission is based on the amount of Parking Tax collectable on your sales (as outlined in Step 2 of the worksheet). To claim a commission, you must file your tax return and pay the Parking Tax due by the due date.

COMMISSION AMOUNTS

Tax Collectable (Box D)	Commission (Box G)
\$22.00 or less	The tax collectable (Box B on your tax return)
\$22.01 - \$333.33	\$22.00
More than \$333.33	6.6% of tax collectable, to a maximum of \$198.00

If your business has more than one location of the same legal entity and you receive a separate tax return for each location, you can only claim a commission on one tax return. TransLink will assign one of your business locations as the primary account and the other(s) as the secondary account(s). You claim your commission on the tax return of the primary account.

You base your commission on the combined amount of Parking Tax collectable from all your accounts. However, your total commission for all accounts cannot exceed the maximum amount.

To claim commission for more than one account, enter the amount of eligible commission for the primary account in **Box G** on the primary tax return. If your commission for the primary tax account does not amount to the full maximum amount, you may claim the remaining eligible amount(s) for your secondary account(s) by entering the remaining commission amount in **Box J** on the primary tax return. Write the following in the space beside **Total Adjustments**: *shared commission with {secondary account(s) registration number(s)}*.

You are required to file the primary account on time to receive any commission for that legal entity, and you are required to file the secondary account(s) on time to receive that portion of the commission.

Please note: If you have more than one business location and you receive a separate tax return for each location, you may choose to consolidate your accounts and receive one tax return for all locations by submitting a request to the Parking Tax Administrator. For more information, please contact TransLink Parking Tax Services.

NET TAX DUE ON SALES

In **Box H**, enter the total Parking Tax collectable on all your sales (Box F) minus your commission (Box G).

STEP 3 - ADJUSTMENTS

In **Box I**, enter the amount of Parking Tax you remitted on parking rights sold on credit and where you wrote off the debt. For more information, please see **Bulletin 001**, *Refund of Tax Remitted on Parking Sales Written Off as Bad Debts*.

TOTAL ADJUSTMENTS

In **Box K**, enter the total amount of the adjustment(s) (Box I plus Box J).

Please note: Step 3 is only used to take the adjustments as described above in Boxes E and F. You are required to provide documents to support the reason for bad debt write-off adjustments. See **Bulletin 001** for list of supporting documentation to be included with return. Do not use Step 3 to make any eligible internal adjustments listed in the section below, *Internal Tax Account Adjustments*.

STEP 4 - TOTAL AMOUNT DUE

In **Box L**, enter the total of Parking Tax payable before adjustments (Box H) minus the total amount of adjustments being taken (Box K).

Box L is the amount of Parking Tax due to TransLink. You must enclose payment for this amount when you file your *Parking Tax Return* form. **Please write your registration number on your cheque.**

Completing the Remittance Form

The bottom portion of the tax return is the Remittance Form, which you detach and submit with your payment. All information on the Remittance Form must be complete.

To complete the Remittance Form, copy the amounts from boxes A through L of the worksheet to the corresponding letters on the Remittance Form. The amount in **Box L** is the amount that you enter in the Enter Amount Paid box on the front of your tax return.

Check that the date in the Period Covered box is correct, or is for the period that you are reporting. If the date is incorrect, write the dates for which you are filing. Include a start and end date in the space provided on the form.

When you have completed both sides of the Remittance Form and calculated the Parking Tax due, complete and sign the certification section on the back of the form.

Please note: If you permanently close or sell your business, please read the directions on the front of the Remittance Form.

Internal Tax Account Adjustments

In **Box F** of the worksheet, enter the total Parking Tax collectable on your sales minus any internal adjustments. You only take internal tax account adjustments if:

- you incorrectly charged a customer Parking Tax and then refunded them the Parking Tax paid, including Parking Tax incorrectly charged on tax-exempt sales (e.g. residential parking) or on sales to individuals who qualify for an exemption;
- you charged too much Parking Tax because of a mathematical error or you calculated Parking Tax on an GST-included price, and you refunded the Parking Tax paid in error to your customer;
- you adjusted a price for a purchaser and refunded them the difference in Parking Tax paid on the higher price;
- you provided the purchaser with a credit or refund for Parking Tax because of cancellation of a prepaid parking; or
- you incorrectly paid Parking Tax on parking rights purchased for resale.

You cannot take any other internal tax account adjustments. If you believe you have overpaid Parking Tax in circumstances not described here, you may apply to TransLink for a refund.

Do not use boxes I or J of the worksheet for internal tax adjustments. Only use these boxes for purposes as described on page 2, *Completing the Worksheet*.

You cannot reduce the Parking Tax due to below zero. If your adjustments are greater than the Parking Tax due, you may apply to TransLink for a refund.

You can only take internal adjustments for overpayments of Parking Tax that occurred in the current reporting period or the period immediately prior to the current period. For example, if you are filing your July 2025 monthly tax return (due August 23, 2025), you can only take internal adjustments for overpayments of Parking Tax that occurred in June or July 2025. If you made an overpayment of Parking Tax before June 2025, you may apply to TransLink for a refund. For more information, please see **Bulletin 008, Refunds of Overpayments of Parking Tax**.

You are required to follow proper accounting techniques and practices when taking an internal tax account adjustment. Document and keep a record of the adjustment to show why it was made. If documentation for the adjustment is not available during an audit or inspection, you will be liable for an assessment of the Parking Tax due, interest and possibly a penalty. If you have any doubts about whether you should take an internal adjustment, please contact TransLink Parking Tax Services.

Filing Your Tax Return

You have several options for filing your tax return and making payments, including by mail, courier or hand-delivered to TransLink, or in-person at most financial institutions.

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.

For more information, please see **Bulletin 012, Remitting Parking Tax**.

If you do not file a tax return, TransLink may estimate the amount of Parking Tax due based on your previous sales and send you an assessment for the estimated Parking Tax you owe, plus any applicable interest and penalties.

Need More Information?

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

E-mail:
parkingtax@translink.ca

Website:
translink.ca/parkingtax

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**.
