

MAT Information Session



Town of South Bruce Peninsula

Wednesday November 17, 2021

South Bruce Peninsula MAT Communications

- MAT Date: Jan 1, 2022
- By-Law Number 30-2021
- Letter to Online Travel Agents (OTA's) to upload MAT rates online channels.
- Public Notice to display in the hotel lobby
- ORHMA & South Bruce Peninsula has signed an agreement to collect and remit MAT to the Town
- MAT Reporting Tool

South Bruce Peninsula Municipal Accommodation tax

By-law effective January 1, 2022

Four percent (4%) of Room Charge

MAT is subject to HST

MAT and HST Calculation

Room	\$ 100.00	\$85.09
MAT 4%	\$ 4.00	\$3.40
Net Total	\$ 104.00	\$88.50
HST 13%	\$ 13.52	\$11.50
Total	\$ 117.52	\$100.00 (Tax Included)

Effective Tax Rate 17.52%
(HST 13%; MAT 4%; HST on MAT .52%)

MAT – Exemptions (Hospitality)

- Rooms rented for continuous period over 30 nights
- Rooms used by the Town or its agents for shelter for the relief of the poor or for an emergency
- Complimentary Rooms supplied by employers to their employees in premises operated by the employer
- Hospitality rooms in a hotel that does not contain a bed and is used for meetings, hearings, entertaining and displaying merchandises
- Rooms “paid in advance” before January 1, 2022

MAT – Exemptions (Other Sectors)

- Every board as defined in subsection 1(1) of *The Education Act*
- Universities, College of applied arts and technology and post-secondary institutions whether or not affiliated with university
- Hospitals / Long-Term Care under *The Public Hospitals Act* or *Private Hospital Act*
- Long-Term Care Homes under *Long-Term Care Homes Act, 2007*
- Charitable Shelters for the relief of the poor or for emergency
- House of refuge

MAT – Collection

- Add MAT to Property Management System
- Create a separate line on the Guest Folio
- Add MAT to General Ledger
- Inform OTA's with a letter from the Town
- MAT information be posted/communicated on hotel website, various distribution channels, Group contracts, LNR's & RFP's etc

MAT – Remittance

- Each Hotels to submit an Establishment Information Report on before Jan 31 each year
- Hotels to remit MAT collected on or before the 15th day of the calendar month for the prior month
- Hotels to Remit MAT to ORHMA (Designated MAT Collection Agent)
- ORHMA to provide an “MAT Reporting Tool” to Hotels to report MAT on a monthly basis.

MAT – Penalties

- City may assess the MAT amount payable to Town based on the MAT remittance Report
- City may add the outstanding MAT amount to the tax roll of the Real Property.
- Bringing action in the name of the Town for the recovery of the unpaid MAT in the court of the appropriate jurisdiction.
- Pursue other remedies available at law.

MAT – Audit & Inspections

- Hotels to keep for a period no less than 7 years of documents
 - Sales of accommodation
 - Amount of the MAT collected; and
 - The remittances made to tax collection agent
- Town Treasurer or a designate may inspect and audit all books, documents, transactions of Hotels
- Each Hotel to furnish upon the demand of the Treasurer or an agent for reasonable inspection, audit for the purpose of enforcement of MAT by-law

MAT Reporting Tool

- MAT Reporting Tool provided to all properties
- Need to provide Establishment Information Report
 - Legal Name
 - Name of the Operating Property
 - Email address
- Complete the Hotel Profile
 - Name, number of rooms, contact information of Manager, Accountant and Owner etc.

MAT Reporting Tool – Data Entry (Monthly)

- Day 1 of each month – Reminder email send to users regarding the prior month
- Accounting enters the following monthly data
 - Room nights available
 - Room nights occupied
 - Rooms Revenue
 - Rooms Revenue with Exemption/reasons
- Print Monthly Invoice from the tool
- Hotel to use the invoice to remit MAT to ORHMA by the 15th of each month

Questions ??

Thank you !



There's Benefit in Belonging