



## **Municipal Accommodation Tax Reporting System Town of South Bruce Peninsula**

### **INSTRUCTIONS**

1. Select "Hotel Profile" Tab  
Enter Hotel Information  
Enter Manager Contact Information  
Save this excel File
  
2. Monthly MAT Reporting  
Each month please Select "Monthly Report" Tab  
Enter the "Month" for MAT Reporting  
Enter the rooms sold and available for the month  
Enter allowed MAT Exemptions  
Net Rooms Revenue and MAT at 4% is calculated.
  
3. Monthly MAT Payment.  
Please print Monthly Reporting  
Process the MAT payment  
Once completed - please email this document each month to [sabraham@orhma.com](mailto:sabraham@orhma.com)  
Send "Monthly Report" to ORHMA in accordance with Section 9.2a or 9.3a of the MAT bylaw.  
Send payment to ORHMA in accordance with Section 9.2b or 9.3b of the MAT bylaw.



## Municipal Accommodation Tax Reporting System

### Town of South Bruce Peninsula

Legal Name:
Operating Name:
Legal Name of Property Owner:
Property Address:
Mailing Address (if different):
Contact Name:
Contact Phone:
Contact Email:
Business Number:
Number of Rooms:
Type of Property:



**Municipal Accommodation Tax Reporting System**

**Monthly/Quarterly Report Form**

**Town of South Bruce Peninsula**

<b>Operating Name:</b>	<b>Reporting Period:</b>
Rooms Revenue (A)	
Number of Rooms available in the Month (B)	
Number of Room Sold/Occupied in the Month (C)	

<b>MAT Exemptions</b>	
Stays over 30 days (D)	
Shelter/Refuge (E)	
Rooms paid in full prior to Jan 1, 2022 (F)	
Other (G)	
Total Qualified Exemptions (D+E+F+G)	

Net Rooms Revenue (A-H)	
MAT Due 4% (I x 4%)	

Once completed - please email this document each month to

[sabraham@orhma.com](mailto:sabraham@orhma.com)

Make the cheque is payable to: Ontario Restaurant Hotel & Motel Association (ORHMA)

Ontario Restaurant Hotel & Motel Association (ORHMA)  
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 Mississauga, ON L4W 5B2