



FORM 1

TRAVEL INDUSTRY ACT, 2002, S.O. 2002, CHAPTER 30 SCHEDULE D

HALF-YEAR STATEMENT FOR THE SIX MONTHS ENDED: _____
(Month/ Year)

REGISTRATION # _____

BUSINESS NAME: _____

ADDRESS: _____

1. **GROSS SALES** for the six months ended: _____ \$ _____
6 months @ 5 cents (.05) per \$1,000 gross sales

2. Payment due to TICO (**MINIMUM \$25**) \$ _____

3. P.S.T. on payment (item 2 at 8%) \$ _____
(H.S.T. does not apply)

4. Total payment due to **TICO** and remitted herewith \$ _____
(item 2 plus item 3)

In accordance with TICO's Payment Schedule I hereby certify that the information contained in this return is accurate.

(Signature) (Name) (Title)

Dated at _____ this _____ day of _____ 20____

PLEASE DO NOT COMBINE PAYMENT FOR FORM 1 WITH ANY OTHER PAYMENTS DUE TO TICO (Example: Registration Renewal)

NOTE: Payments are due to TICO within 90 days after the end of the registrant's fiscal year and fiscal half year.



FORM 1 EXPLANATORY NOTES

Every travel agent and travel wholesaler registered in Ontario is required to make payments to the Travel Industry Council of Ontario twice a year **within 90 days after the end of the registrant's fiscal year and fiscal half year.**

The following explanatory notes are to assist you in the completion of your Form 1.

Your completed Form 1 and accompanying payment must be forwarded to:

TRAVEL INDUSTRY COUNCIL OF ONTARIO
2700 MATHESON BOULEVARD EAST
SUITE 402, WEST TOWER
MISSISSAUGA, ONTARIO
L4W 4V9
ATTENTION: FORM 1 ASSESSMENTS

1) **DEFINITION OF SALES IN ONTARIO**

Regulation 26/05 under the *Travel Industry Act, 2002* defines sales as follows:

"Sales in Ontario" when used in reference to a period of time, means,

- (a) in the case of a registered travel agent, the amount paid or to be paid to or through the travel agent for all travel services sold in Ontario during the relevant period, or
- (b) in the case of a registered travel wholesaler, the amount paid or to be paid to or through the travel wholesaler for all travel services sold in Ontario during the relevant period.

The *Travel Industry Act, 2002* defines travel services as transportation or sleeping accommodation for the use of a traveller, tourist or sightseer or other services combined with that transportation or sleeping accommodation.

2) **RATE AND CALCULATION OF PAYMENT**

- a) Travel agent (retail) - .05 for every \$1,000 (or part thereof) of sales (as defined above) for the reporting period.
- b) Travel wholesaler (wholesale) - .05 for every \$1,000 (of part thereof) of sales (as defined above) for the reporting period.
- c) The remittance must be a multiple of \$0.05 as appropriate multiplied by the sales volume rounded upwards to the nearest \$1,000 above.
- d) **NOTE: THERE IS A MINIMUM PAYMENT OF \$25.00 PLUS THE APPLICABLE TAXES PER FILING (\$25+\$2.00 PST = \$27.00).**
- e) Ontario Retail Sales Tax (P.S.T.) must be calculated at 8% and added to the amount of the payment.

3) **EXAMPLE OF CALCULATION OF PAYMENT**

Assuming sales of \$678,575. Sales would be rounded upwards to \$679,000 and the remittance would be calculated as follows:

	<u>P.S.T.</u>	<u>Total Payment</u>
For travel agent:	679 x \$0.05 = \$ 33.95 + 2.71	= \$ 36.66
For travel wholesaler:	679 x \$0.05 = \$ 33.95 + 2.71	= \$ 36.66
For minimum payment:	\$ 25.00 + 2.00	= \$ 27.00

- 4) If a submission covers a number of locations (head office and branches), **ONE** Form 1 should be completed reporting total sales and the applicable payment for the group of locations. The included locations must be listed showing the name, address, registration number, and sales volume for each of the locations included in the return.
- 5) If a participant holds both a Wholesale and Retail registration, wholesale and retail sales must be reported separately on individual Form 1 returns.
- 6) Where there are no sales under a registration number a Form 1 **must** still be submitted along with the minimum assessment of \$25 plus the applicable taxes.
- 7) To ensure proper credit, please use the same registration number as in the wall certificate issued by the Travel Industry Council of Ontario.
- 8) Form 1 review engagement report by a public accountant licensed under the *Public Accountancy Act* is not required.