

**INSTRUCTIONS FOR COMPLETING AND SUBMITTING
TAX RETURN - EXCISE TAX ACT PART I - B243**

Tax due date

Tax is due no later than April 30th in each year with respect to the contracts of insurance entered into or renewed during the immediately preceding calendar year.

NOTE: If a due date falls on a day in which your Canada Revenue Agency (CRA) office is normally closed for business (Saturdays, Sundays or public holidays), the due date becomes the first day your CRA office is open for business following that date.

You may wish to pay where you bank in Canada (only a few institutions do not accept CRA payments). In such cases, **payments** must be accompanied by a **Remittance Voucher** and must be received by the financial institution by the due date, the teller's stamp being proof of the date of receipt. Your financial institution will not accept your tax return.

IMPORTANT: If you are sending your Excise return by mail, it must be postmarked by the due date. However, if you are sending your payment by mail, we must actually receive the payment by the due date to avoid interest charges. We do not consider a postmark date as the date we receive your payment.

Item no. 1: The number represents the Business Number assigned to you by the CRA.

Item no. 2: The filing year represents the calendar year covered by the return.

Item no. 3: The due date indicates the day on or before which we must receive your payment and your return.

Item no. 4: The policy number indicates the number assigned by your Agent/Broker/Insurer for the corresponding policy.

Item no. 5: The name and address of the Agent/Broker/Insurer through whom the contract was entered into or renewed.

Item no. 6: The net premium is the amount you paid or is payable for the corresponding insurance policy.

Item no. 7: The tax due is calculated as 10% on the amount of the net premium as indicated in box 6 of the corresponding policy.

Item no. 8: Add the tax due for each insurance policy and enter the total amount of tax due on the insurance premiums in this box.

Item no. 9: Enter the amount being paid with this return. Cheques or other types of payments must be payable to the Receiver General for Canada. It is recommended that you indicate your Business Number on the back of the cheque or other type of payment.

The certification area on the Excise return must be signed

- a) by the proprietor or by a partner of the business to which the return relates; or
- b) where a company makes the return, by the president, vice-president, secretary, treasurer or manager of the company or by any person duly authorized to sign the certificate on behalf of the company.
- c) by the individual that purchased the taxable insurance policy.

Change of mailing address / name

Full legal name		
Trade name (if different from above)		
Mailing address (No., Street and Apt. number)		
City	Province	Postal code
Client contact name		Telephone number