



### Air Travellers Security Charge Return

Business name	
Mailing address	
City	
Province	Postal code

Send this completed return to:  
 Canada Revenue Agency  
 Prince Edward Island Tax Centre  
 275 Pope Road  
 Summerside PE C1N 6E7

Please read the instructions on page 2 before completing this return.

<b>1</b> Account number	<b>2</b> Period covered (YYYY-MM-DD) From To	<b>3</b> Due date (YYYY-MM-DD)
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- Check the information above for completeness and accuracy. You may change your mailing address, and the name and telephone number of the contact person in your organization using the change stub on the back of the return. For other changes, call us toll free from anywhere in Canada or the United States at **1-877-432-5472** or **613-221-3073** for all other countries.
- This form provides general instructions for your convenience and guidance only. The instructions do not replace the provisions of the Air Travellers Security Charge Act. For more information or assistance, please contact the Summerside Tax Centre at the same numbers mentioned above.
- Copy the amounts from the boxes numbered 4, 5, 6 and 7 on the top portion to the corresponding boxes in the lower portion.

#### Reporting Period Summary

Air travellers security charge payable		<b>4</b>
Refunds		<b>5</b>
Net payable (4 minus 5)		<b>6</b>
Payment		<b>7</b>

A balance of less than \$2 will neither be charged nor refunded.

Form prescribed by the Minister of National Revenue

Personal information is collected for purposes of the administration or enforcement of the Air Travellers Security Charge Act, and related programs and activities such as administering tax, rebates, elections, audit, compliance, and collection. Personal information may be shared for the purposes of other federal Acts that provide for the imposition and collection of a tax or duty. Personal information may also be shared with other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the Privacy Act, individuals have the right to access their personal information, request correction, or file a complaint to the Privacy Commissioner of Canada regarding the handling of the individual's personal information. Refer to Personal Information Bank CRA PPU 224 at [canada.ca/cra-info-source](http://canada.ca/cra-info-source).

Keep the top portion of this return for your records. This is your working copy. It and any other information you use to prepare your return are subject to audit and must be retained for verification purposes.

B249 E (19)

▼ Detach here and return lower portion ▼

Do not staple or use paper clips.



### Air Travellers Security Charge Return

B249 E (19)

Account number
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Period covered (YYYY-MM-DD)
From To

#### CERTIFICATION

I certify that the information in this return is, to the best of my knowledge, correct and complete.

Authorized signature

Telephone number

Date (YYYY-MM-DD)

Air travellers security charge payable		<b>4</b>
Refunds		<b>5</b>
Net payable (4 minus 5)		<b>6</b>
Payment		<b>7</b>

**Note:** You can authorize a business representative through My Business Account or by sending us a completed Form RC59, Business Consent for Offline Access. Go to [canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/authorize-a-representative-business-number](http://canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/authorize-a-representative-business-number) for more information.

### Instructions for Completing Page 1

<b>Identification</b>	Enter the business name and mailing address of the business.
<b>1. Account number</b>	Enter the account number that was assigned to you for Air Travellers Security Charge (RG) purposes.
<b>2. Period covered</b>	Enter the first and last day of the period covered of the return.
<b>3. Due date</b>	Enter the due date of the return.
<b>4. Air travellers security charge payable</b>	Enter the total amount of air travellers security charge collected in this reporting period.
<b>5. Refunds</b>	Enter the refund amount claimed for the reporting period.
<b>Explanations of refunds</b>	<p>A designated air carrier that has refunded or credited an amount under the Air Travellers Security Charge Act may deduct the amount from the amount payable by the carrier for the reporting period of the carrier in which the refund or the credit is issued to the person, to the extent that the amount of the charge has been included by the carrier in determining the amount payable for the reporting period or a preceding reporting period of the carrier.</p> <p><b>NOTE:</b></p> <p>(a) Refunds are subject to the time limitations under the Air Travellers Security Charge Act: within two years after the day the amount was collected.</p> <p>(b) Adequate books and records must be maintained for audit purposes to substantiate any deductions taken.</p>
<b>6. Net payable</b>	<p>Enter the difference between the air travellers security charge payable (item 4) and refunds (item 5) for the reporting period.</p> <p>This amount will be your net payable. Indicate a negative number with a minus sign in the box next to the line number. Unless you instruct us otherwise, a credit in the net payable box will be carried forward and applied to your next <b>reporting</b> period.</p>
<b>7. Payment</b>	Enter the amount being paid with this return.
<b>Certification</b>	An authorized person must sign this section certifying that the information provided on the return is correct and complete.

**Note:**

**Date received**

When a due date falls on a Saturday, a Sunday, or a public holiday, we consider your return and payment to be paid on time if we receive them on the next business day.

**Returns**

If you send your return by mail, we consider the date of the postmark to be the date we received it.

**Payments**

We do not consider that you have paid or remitted an amount you owe on a return until we or a participating financial institution actually receives it.

**How do you make your remittance?**

If your remittance is less than \$50,000, you may include it with your return, or you can make your remittance at a participating financial institution in Canada using a remittance voucher. If your remittance is \$50,000 or more, you must make your remittance at a participating financial institution in Canada using a remittance voucher. To get a remittance voucher, call **1-800- 959-5525**.

Penalty and interest are applicable on any missing, late or insufficient payment(s).

Designated air carriers **must file** an Air Travellers Security Charge return for every reporting period, even if the return indicates a zero balance.

**Important:**

Attempts to falsify returns, or otherwise evade payment of the amount payable could result in a penalty amounting to \$25,000 or an amount equal to 200% of the amount payable that was sought to be evaded.

▼ Detach here and return lower portion ▼

**Change of mailing address or name, or both**

Legal name		
Trade name (if different from above)		
Mailing address (No., Street and Apt. number)		
City	Province	Postal code