

1. REPORTING PERIOD

SELECT (x)	REPORTING PERIOD	DUE DATE
	Q1 January 1 – March 31	April 15
	Q2 April 1 – June 30	July 15
	Q3 July 1 – September 30	October 15
	Q4 October 1 – December 31	January 15
	Monthly	15th of the following month

2. INFORMATION

Tourism Partner Information

Partner Name:

Location:

Mailing Address:

Postal Code:

Telephone:

Email:

Corporate Name (if different from above):

Contact Name (if different from above):

Telephone:

Email:

3. ACCOMMODATION TAX COLLECTION DETAILS

Description	Amount
Gross Accommodation Revenue for reporting period:	
Less Revenue not subject to tax (section 4.3):	
Accommodation Tax Rate 4%:	
Less Administration Fee 2.5% (section 4.1):	
Net Accommodation Tax collected:	

4. LEGISLATIVE & OTHER AUTHORITY

This report is prepared in accordance with the Town of Gander's Tourist Accommodation Tax Partnership Memorandum of Understanding effective March 11, 2026, and the Town's Tourism Accommodation Tax By-Law. The MOU confirms the shared framework between the Town of Gander and Tourism Partners for collaboration, transparency, stakeholder engagement, and the collection and use of the Tourism Accommodation Tax revenues.

The Tourism Accommodation Tax is authorized under section 129 of the Town and Local Service Districts Act, which permits a town council, through an established by-law, to impose a tourist accommodation tax of up to 4% of the daily rate for tourist accommodation, collected by operators as agents of the Town of Gander. The Act also requires that proceeds be used for tourism purposes, while allowing a town or service district to use 12% or less of the proceeds for administrative costs related to the tax.

The MOU further provides that:

- Stakeholder engagement with Tourism Partners is a required part of the Accommodation Tax framework;
- 100% of tax revenues, net of allowable collection costs, are to be dedicated to tourism purposes;
- The Town will consider by-law amendments respecting an accommodation provider administration fee of 2.5% of total funds collected in recognition of direct costs incurred at source.

4.1 Administrative Fee

Administrative costs have been applied in accordance with the MOU and Council-approved framework, recognizing the shared commitment to efficient tax administration.

4.2 Tourism Partners

Hotels, motels

Bed & Breakfasts

Short-term accommodations (Airbnb)

Inns and similar tourist accommodations

Vacation cottages

Any accommodation licensed under the Tourist Establishments Act

4.3 Exemptions

Exemptions are governed by the Town of Gander's Tourism Accommodation Tax By-law.

5. HOW TO FILE

The completed form can be emailed to accountsreceivable@gander.ca, dropped off or mailed to *Town of Gander 100 Elizabeth Drive Gander, NL A1V 1G7*

Payment can be made:

- In-person or via drop box at the Town Hall
- by mail
- email electronic funds transfer (EFT) to accountsreceivable@gander.ca
- online bill payment