

City of Saint John Municipal Accommodation Levy

Send form within 20 business days of month end

Email: AccountsReceivable@saintjohn.ca

Hotel/Property Name: _____
Account Number: _____
Contact Name: _____
Phone Number: _____
Email Address: _____
Month: _____

A) Rooms Sold	_____
B) Rooms Revenue	_____
C) Less Guaranteed No-Show	_____
D) Total Room Revenue (B-C)	_____
RECONCILING ITEMS	
E) Rebates	_____
F) Bad Debts	_____
G) Other _____	_____
H) Total Reconciling Items (E+F+G)	_____
I) NET REVENUE (D-H)	_____
J) CALCULATED MAL ($I * 3.5\%$)	_____
K) TOTAL REMITTANCE	=====

- 1) All reconciling items must be detailed and are subject to audit. The supporting documentation must be retained by the hotel and should be kept with this form.
- 2) The amount payable is due monthly 30 days after the calendar month-end.
- 3) Payments can be made:
 - a. In person at Pedway Level-City Hall
Mon - Fri: 8:30 a.m. - 4:30 p.m.
(Cash/Cheque/Money Order/Interac)
(VISA/MasterCard/Amex)
 - b. By mail:
Cashier's Office
City of Saint John
15 Market Square, PO Box 1971
Saint John, NB, E2L 4L1
 - c. Electronic Funds Transfer from your bank, please contact 635-2013 or email accountsreceivable@saintjohn.ca to set up this option. Please note that e-transfer is not available.