

Transaction Report Payment Form

Note: Transaction fee payment is based on \$5.00 per each transaction which is not dealer to dealer.

SECTION A: DEALER INFORMATION

Dealer registration number: _____ Dealership Name: _____

The Dealer uses the following RIN number(s) to transfer vehicle registrations: _____

SECTION B: TRANSACTION REPORT

Period Start Date _____	to	Period End Date _____
# of Transactions _____ x \$5.00 = \$ _____		

1. Is the OMVIC transaction fee shown as a charge on your lease agreements or bills of sale? Yes No
 (Kindly circle the correct answer)
2. The calculation of the transaction fees due has been verified by.... (circle as many as apply)

Checking the garage register	Yes	No
A report from computerized records	Yes	No
A report from my accountant/bookkeeper	Yes	No
Other (please specify) _____		

SECTION C: PAYMENT METHOD

Payment Method: Visa ___ MasterCard ___ Cash ___ Cheque ___ Money order ___
Credit Card # /_/ /_/ /_/ /_/ /_/ /_/ /_/ /_/ /_/ /_/ /_/ /_/ /_/ Expiry /_/ /_/
Print Cardholder Name _____ Cardholder Signature _____

Note: There will be a service charge for declined payments.

Transaction Fee Frequently Asked Questions.

The following is the Shortened version of Frequently Asked Questions.

For further information about the new transaction fee, please check the frequently Asked Questions (FAQ) document on our website at http://www.omvic.on.ca/info/faqs/transaction_fee_faqs.htm.

- What type of vehicle transactions are subject to the fee?
 Under the transaction fee program, dealers are required to remit \$5 for every sale, lease, fleet or "as is" transaction on a "per vehicle" basis as a component of their registration renewal fee except transactions deemed wholesale.
- What transactions are exempt from the transaction fee?
 The following transactions are exempt:
 - ✓ selling or leasing a vehicle directly to another registered dealer, who will then be responsible to remit the transaction fee when it sells or leases the vehicle to a non-registrant.
 - ✓ selling a vehicle to a bona fide lessee during or at the end of their lease term (note: the transaction fee is applicable at the inception of the lease). Also, if a lessee chooses to re-lease the same vehicle as a way of financing the lease buy-out, this second lease would not be subject to the transaction fee.
- How does the transaction fee work for leases?
 New car dealers are required to remit the transaction fee for leases on behalf of the lessors with whom their manufacturers have arrangements (sometimes referred to as "captive lessors"). This applies regardless of whether the vehicle being leased by the dealer is a new or used car. Dealers may choose to pass on the transaction fee to consumers through their retail bill of sale. Independent lessors are required to remit their transaction fee payments directly to OMVIC.
- If I pass through the transaction fee to customers, where should it be placed on a bill of sale? Is it a taxable fee?
 If you wish, you can record this fee on your bill of sale or lease but this fee cannot exceed the \$5 OMVIC is collecting. If you are referring to an OMVIC fee (verbally or in writing) you must indicate the amount is \$5. For example, if you incorporate the OMVIC fee in the administration fee you currently charge and you refer to it on the bill of sale, you must also indicate OMVIC's portion of the administration fee is \$5. If you do list it on the bill of sale or lease, you will need to collect and remit both PST and GST directly to tax authorities. You do not need to remit the PST or GST to OMVIC.