



Elite Business Services Ltd.

the **Tax Rebate Center**

www.thetaxrebatecenter.com

ALBERTA FUEL TAX REBATE PROGRAM

. . . it's your rebate & we would like to assist your business in applying for the Alberta Fuel Tax Rebate.

The Alberta Government provides tax exemptions and rebates on fuel consumed off-road for commercial purposes, at a rate of 9 cents per liter for diesel / gas and 6.5 cents for propane.

Off-road is defined as any road that is not maintained by either the provincial or federal government including private property, oilfield lease sites, construction sites, logging and bush roads, as well as time spent working, idling or pumping . . .

We work with you to file a successful claim on your behalf. Providing a step-by-step process to complete the necessary paperwork required to file for your Alberta Fuel Tax Rebate. - We take care of the details including registration of your claim with the appropriate program, either PROP or TEFU. Providing you with the required forms and instructions, reconciling your fuel statements, and filing your claim accordingly.

Confidentiality & personalized service is important to us. Whether you are currently filing for the Alberta Fuel Tax Rebate, In house, Outsourced to another company, or unaware of the program. We will strive to make the process of filing for your fuel tax rebate easy and efficient for you.

Our fee for filing for your Alberta Fuel Tax Rebate is among the lowest in the industry & Our **No Risk Recovery Program** ensures that you do not pay for our services unless we recover a rebate on your companies behalf.

Some industries that are eligible are oil field service, drilling, log hauling, gravel hauling, pipeline construction . . . and any other industry that works partially off-road.

- ◆ Anchor Trucks
- ◆ Oilfield Medic Units
- ◆ Logging Trucks
- ◆ Contract Operators
- ◆ Bed Trucks
- ◆ Tank Trucks
- ◆ Vacuum Trucks
- ◆ Pickers
- ◆ Drilling Rigs
- ◆ Steamers
- ◆ Support Vehicles
- ◆ Winch Tractors . . .

Upon successful registration of your business we will receive a letter of approval / and you will receive a letter that includes a pin number on the back side of page 1 you can either set-up your account online or provide us with your pin number and we will do it for you. If you choose to set-up this account you will need to provide us with access in order for us to file for your rebate cheques. (**Note:** the pin number issued for your company expires in 3 months from the date of issue.)

Our Office provides TRA inquiry support

- we will respond to any Tax and Revenue Administrative inquires or requests on your behalf.



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REBATE INFORMATION

Business name: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

Corporate number: _____

(You will find this number on your certificate of incorporation that you received when you registered your company name.)

Start date of your company: _____

What parts of the province do you operate in: _____

WCB industry code: (not your account number) _____

Please provide a detailed description of your off-road operations.

A copy of your fuel statements showing all fuel purchases (Gas, Diesel, Propane) from the date when this claim begins until present. (these need to be the actual / complete statements from your fuel supplier.)

* * Please insure that your statements include the cross reference of fuel card to unit number, and type of vehicle. As we need to reconcile the liters to the units that consumed the fuel.

A copy of all your vehicle registrations: (included in this claim period) - if you have sold a vehicle that you are claiming fuel purchased for this claim period please provide us with the Vehicle Identification number for that vehicle and the date you sold the vehicle (s).

Is Your company registered for IFTA (International Fuel Tax Agreement): Yes / No
- you will need to forward a copy of your quarterly remittance papers to our office.

As each claim is individualized we may need additional information in order to file your claim.

* * Please forward any correspondence from the Alberta Tax & Revenue Administration concerning your Alberta Fuel Tax Rebate.

If you have any questions or comments please call Sherry at (780) 542-5050



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SERVICE AGREEMENT:

_____ (Client)

and

Elite Business Services Ltd. (EBS)

It is agreed the EBS will review the fuel statements, and corresponding documentation of the Client to identify and recover any overpayments of fuel taxed. Where overpayments are discovered. EBS or its agents shall prepare a claim to recover them at its expense. If any claim is rejected due to unqualified industry or insufficient supporting documents, all original client records will be returned.

Fees will be determined on the basis of time spent on and /or value of this engagement. For this service the Client will pay EBS a fee not to exceed (15 %) percent of the total recovered including Interest calculated before any offset or deduction by authority for other liabilities of the client. Plus any disbursements. The normal terms of account are due upon the recovery of the fuel tax rebate on behalf of your claim. Your rebate will be disbursed upon the exchange of fees for our services.

The Client shall provide EBS with accurate information in respect of claims being presented. EBS and its authorized agents shall treat all information about the Clients business affairs in strictest confidence and EBS will not disclose the Clients information to any parties without expressed written permission from the Client.

If no fuel taxes are recovered, there will be no charge to the Client for any time or expensed incurred by EBS in the conduct of the review by the Tax and Revenue Administration. However, forfeiture of the claim by the client will result in billing based on time spent and expenditures. This includes not providing requested documentation required to file for the fuel tax rebate within 30 day's of request.

You are required to keep complete & accurate records of all documentation relating to rebate claims for 6 years after the end of the year the rebate was paid. It is your responsibility to produce documentation in the event of an audit. EBS will release its documentation of the review by request of the Tax and Revenue Administration.

* In the case that Elite Business Services Ltd. is required to obtain a Fuel Suppliers report a fee per company will be billed as additional disbursements. Any third party services required to complete your rebate application are to be arranged between you and the service provider. (i.e. Engine Downloads . . .)

x Per: _____ Per: _____
Elite Business Services Ltd.
Sherry Jensen, President

