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TRAVEL
 Travel Services Financial Report,
 Security Calculation &
 Contribution to Travel
 Assurance Fund

**You submit your financial report online through [MyAccount](#).
 Before submitting your financial report, you should have the following information ready.**

BUSINESS INFORMATION

Legal Name: _____

Doing Business As (if any): _____ Licence Number: _____

Fiscal Year End (yyyy/mm/dd) _____ *This report covers the most recent fiscal year end info from your financial statements*

My Licence Type is Travel Agent (complete section A)
 Travel Wholesaler / Accommodation Provider (complete Section B)
 Mixed Travel Agent Wholesaler (complete Section A & B)

REPORTING AS A TRAVEL AGENCY (SECTION A)

1. Your total gross sale for all BC locations _____
2. The required security for your travel agency is _____
3. Do you have a Subordination of Shareholder Loan Agreement? Yes No
4. Your business income, after tax _____
5. Your Net Working Capital _____
6. Total Asset _____
7. Total Liabilities _____
8. Total Equity _____

REPORTING AS A TRAVEL WHOLESALER / ACCOMMODATION PROVIDER (SECTION B)

1. Your total gross sale for all BC locations _____
2. The required security for your travel agency is _____
3. Do you have a Subordination of Shareholder Loan Agreement? Yes No
4. Your business income, after tax _____
5. Your Net Working Capital _____
6. Total Asset _____
7. Total Liabilities _____
8. Total Equity _____
9. Funds Held in Trust _____
10. Customer Trust Liability _____

11. List all trust bank accounts operated in BC

Bank Name	Address	Account Number

TRAVEL ASSURANCE FUND CONTRIBUTION

The required contribution to the Travel Assurance Fund (TAF) 0.05% of the total gross sales _____

Calculation: (Total Gross Sale as a Travel Agent + Total Gross Sale as a Wholesaler / Accommodation Provider) ÷ 2000

Minimum Payment is \$100 per fiscal period.

"No contribution is required from the applicant if the applicant's first or last fiscal year is less than a full year (usually the first year and last year of being licensed if those years are less than a full fiscal year). Also, no contribution is required from an applicant if the applicant has already paid 3 successive contributions;

I authorized Consumer Protection BC to charge my credit card the necessary amount \$ _____ required to process my documents or to perform my required services.

Card Number

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Expiration Date (mm/yy)

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CVV:

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Cardholder Signature:

X _____

INFORMATION

Licensees are strongly encouraged to use a qualified person to prepare their financial statements. Financial statements must be prepared to Canadian standards of generally accepted accounting principles (GAAP) or the International Financial Reporting Standards (IFRS). If you are unsure of the necessary requirements or are unable to prepare statements to either of these standards, we suggest you have the statements prepared by an accounting professional. Travel Services Financial Reports that do not meet the requirements will be returned in its entirety as incomplete and not recorded as received.

"Travel Agent" means a person who engages in the business or occupation of selling or otherwise providing to the public travel services supplied by another person (*that is to say, a person who acts only as an agent for a consumer in selling travel services to the consumer by purchasing or arranging the travel service in the name of the consumer directly*);

Travel Agency - "Total gross sales for all BC locations" is the total amount of travel services sold by the applicant during its most recent fiscal year in BC. These services are valued at the transaction values or the cost of the sales to consumers but excludes applicable provincial and federal sales taxes. For example, assume a Travel Agent sold an air ticket to Toronto for a cost of \$1,000 plus \$120 for PST/GST for a total cost to the consumer of \$1,120. The airline charged the Travel Agent \$900 for the ticket as the cost of the sale. The total gross sales that must be reported for this transaction is \$1,000 – not \$100 (the commission only) and not \$1,120 (the total cost of the transaction, including PST/GST). The sale is reportable regardless of whether or not the Travel Agent receives the payment directly or passes the payment information to another Travel Agent, Travel Wholesaler, or supplier.

"Travel Wholesaler" means a person who engages in the business or occupancy of

- purchasing or acquiring from another person rights to travel services for the purpose of resale (*that is to say, a person who buys travel service for its own inventory and in its name for subsequent or concurrent resale to a consumer and includes an accommodation provider*); or
- dealing with travel agents or other travel wholesalers for the sale of travel services supplied by another person (*that is to say, a person who sells travel services provided by another person to other travel agents or travel wholesalers*);

Travel Wholesaler / Accommodation Provider - "total gross sales from all locations located in BC" is the total amount of travel services sold by the applicant during its most recent fiscal year in BC and are valued at the transaction values or the cost of the sales to consumers but excludes applicable provincial and federal sales taxes. For example, assume a travel wholesaler buys a block of seats from an air carrier for \$850 per ticket for the purpose of resale and then resells one of the tickets to a consumer (or another Travel Agent or Travel Wholesaler) for \$1,000 plus \$120 for PST/GST for a total cost to the consumer of \$1,120. The total gross sales that must be reported for this transaction is \$1,000 – not \$150 (the gross profit only) and not \$1,120 (the total selling price of the transaction, including PST/GST). The sale is reportable regardless of whether or not the travel wholesaler receives the payment directly or passes the payment information to another Travel Agent, Travel Wholesaler or supplier.

"Customer Trust Liability" means a record of the deposits received by the wholesaler, not yet recognized as revenue.

I / We hereby certify that the foregoing information is true and correct

Signature _____ Print Name _____

Date _____ Title _____