

Fuel Tax Inventory Declaration Registration Guide

Alberta Tax and Revenue Administration (TRA)

Last updated: August 28, 2024

*NOTE: This guide is intended to provide assistance when completing the **fuel tax inventory declaration** registration. Every effort has been made to ensure the contents are accurate. However, if a discrepancy should occur in interpretation between this guide and governing legislation, the legislation takes precedence.*

Fuel Tax Inventory Declaration Registration Guide

Index

- [Who must complete the fuel tax inventory declaration registration?](#)
- [General instructions](#)
- [Creating an Alberta.ca Account](#)
- [Completing the registration form](#)
 - [Page 1 – Business Information](#)
 - [Page 2 – Applicant Type](#)
 - [Page 3 – Activity Type](#)
 - [Page 4 – Review and Certification](#)

Who must complete the fuel tax inventory declaration registration?

- Fuel sellers (i.e., retailers, wholesalers) required to submit fuel tax inventory declarations must register under TRA's Fuel Tax program.
- Current Fuel Tax program registrants are not required to re-register. The inventory declaration functionality will be added to your existing [Tax and Revenue Administration Client Self-Service \(TRACS\)](#) account.

General instructions

- The registration form must be completed using [TRACS](#).
- The individual completing the registration must be one of the following:
 - owner,
 - corporate director,
 - partner of a partnership,
 - trustee of an estate, or
 - individual with delegated authority

Creating an Alberta.ca Account (if you do not already have one)

Skip this section and go to '[Completing the registration form](#)' if you have an existing TRACS account or Alberta.ca Account.

1. Go to tracs.finance.gov.ab.ca
2. Click 'Next.'

TRACS availability

Regular hours

- 7:00 am to midnight MST, 7 days a week

System downtime notices

Notice of scheduled system outages will be posted within TRACS.

- Regular maintenance: TRACS may not be available on Thursdays from 11:00 pm to midnight and Sundays from 7:00 am to 10:00 am MST.

[Next](#)

3. Click 'Create account' at the bottom of the page.

WELCOME TO

Alberta.ca Account

Sign in

[Continue with Google](#)

[Continue with Microsoft](#)

or

[Sign in with email or username](#)

New to Alberta.ca Account? [Create account](#) ▼

[Terms of Use](#) ↗

[Back to Index](#)

4. You can create a new account using your every day email address and password by selecting the appropriate option. You will be provided with the option to 'Continue with Google / Microsoft' or, if you do not have a Google / Microsoft account, select 'Continue with email and password'. The account creation experience will be different depending on your email provider.

Website: tra.alberta.ca | Email: tra.revenue@gov.ab.ca | Phone: 780-427-3044

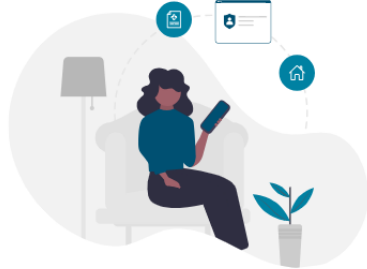
©2024 Government of Alberta | Tax and Revenue Administration (TRA)



WELCOME TO

Alberta.ca Account

An easy and secure way to access your government services.



Create account

Consider using your personal email

Your information is kept secure. [Learn more](#)

Continue with Google

Continue with Microsoft

or

[Continue with email and password](#)

Already have an Alberta.ca Account? [Sign in](#)

[Terms of Use](#)

5. Follow the instructions on the next pages to complete the creation of your Alberta.ca account. A verified account is **not** required for the Fuel Tax program.

[Back to Index](#)

Completing the registration form

Do not re-register if you are a current Fuel Tax program registrant. The inventory declaration functionality will be added to your existing TRACS account.

1. Go to tracs.finance.gov.ab.ca
2. Click 'Next.'
3. Sign in by entering your Alberta.ca Account username and password.

WELCOME TO

Alberta.ca Account

Sign in

Continue with Google

Continue with Microsoft

or

[Sign in with email or username](#)

New to Alberta.ca Account? [Create account](#)

[Terms of Use](#)

Website: tra.alberta.ca | Email: tra.revenue@gov.ab.ca | Phone: 780-427-3044

©2024 Government of Alberta | Tax and Revenue Administration (TRA)

Classification: Public



Note: If you have an existing TRACS account, select 'Add Account' from the top menu in TRACS to navigate to the next step.

4. Select 'Program Registration' then 'Fuel Tax' from the drop-down menu, and click 'Next.'

TRA Client Self-Service (TRACS) Account Setup

Select one of the following options to enter a PIN to access a TRACS account or to submit a registration form.

I have a PIN
Choose this option to enrol a new TRACS account. You will be asked to provide the Account Number (BIN/CAN) and PIN.

Program Registration
Choose this option to complete and submit a registration form. Do not choose this option if you are already registered and want to access your TRACS account or have a PIN.

Program Name

- Select
- 911 Levy
- AITE Retailer
- Fuel Tax
- Fuel Tax Exemption Certificate (TEFU)
- IFTA
- Third Party Organization
- Tobacco Tax
- Tourism Levy

[Next](#)

[Disclaimer](#) | [Privacy](#)

© 2024 Government of Alberta

[Back to Index](#)

Fuel Tax Registration

Business Information

Type of Ownership	<input type="text" value="Select"/>	*
Business or Operating Name	<input type="text"/>	
Alberta Business Identification Number (BIN)	<input type="text"/>	i
	<input type="checkbox"/> I do not have one	
Delegated Contact Person	<input type="text"/>	* i
Mailing Address	<input type="text"/>	* i
	<input type="text"/>	
City / Town	<input type="text"/>	*
Country	<input type="text" value="Select"/>	*
Province / State	<input type="text"/>	*
Postal / Zip Code	<input type="text"/>	* i
Phone	<input type="text"/>	* i
Extension	<input type="text"/>	
Fax	<input type="text"/>	i
Business Email Address	<input type="text"/>	*

[Previous](#) [Next](#)

Type of Ownership

- Select the type of ownership that applies from the drop-down menu.

Legal Name

- The legal name field(s) will appear once a type of ownership is selected.
- If your business is a corporation, enter the full legal name of the corporation, including any punctuation, as it appears on the certificate of incorporation. This is the registered name of the corporation and may or may not be the same as its operating name.
- If your business is a partnership, enter the partnership name.
- If you are registering as an Individual or Sole Proprietorship, enter your legal last name and first name in the corresponding fields.

[Back to Index](#)

Business or Operating Name

- Enter your business or operating name if it is different from the full legal name.

Alberta Business Identification Number (BIN)

- This is a unique 9-digit number assigned by TRA.
- If not known, click in the box beside 'I do not have one.'

Alberta Corporate Account Number (CAN)

- If you represent a corporation, enter the corporation's unique 9- or 10-digit CAN. This number can be found on any notice of assessment or reassessment, or statement of account issued by TRA to the corporation. It also appears as the Corporate Access Number on the certificate of incorporation.
- You must enter either the CAN or Federal Business Number (FBN) if the type of ownership is a corporation.
- If not known, click in the box beside 'I do not have one.'

Federal Business Number (FBN)

- If you have a unique FBN assigned by the Canada Revenue Agency, enter the first 9 digits.
- You must enter either the CAN or FBN if the type of ownership is a corporation.
- If not known, click in the box beside 'I do not have one.'

Delegated Contact Person

- Enter the first and last name of the individual that TRA should contact if further information is required about the Fuel Tax account.

Mailing Address, City/Town, Country, Province/State and Postal/Zip Code

- Enter the entity's mailing address, city/town, country, province or state and the postal/zip code.

Phone, Extension, Fax and Business Email Address

- Enter the phone number, extension (if applicable), and email address of the contact person identified in the 'Delegated Contact Person' field above.

Click 'Next' to continue to page 2

- Correct the information provided if you receive an error message.
- Fields noted with a red ****** must be completed and cannot be left blank.
- You may have to re-check one or more of the 'I do not have one' boxes for the BIN, CAN, or FBN fields after you have resolved the error and before selecting 'Next' again.

[Back to Index](#)

Page 2 – Applicant Type

Fuel Tax Registration

Applicant Type Fuel Seller
 Consumer

[Previous](#) [Next](#)

- Select 'Fuel Seller' as the applicant type.
- Click 'Next.'

Page 3 – Activity Type

Fuel Seller

Select all statements that apply in Alberta:

File inventory declaration ⓘ

Activity Start Date

Refine and/or manufacture fuel

Transact more than 500 million litres of clear fuel annually

Own, operate or hold a position in a fuel terminal ⓘ

Import bulk fuel ⓘ

Export bulk fuel ⓘ

Sell clear fuel tax exempt to:

Rebrand fuel

Sell marked fuel ⓘ

Sell aviation fuel

Produce or distribute Liquefied Petroleum Gas (LPG) for resale ⓘ

Sell LPG to end consumers

Sell other prescribed fuel(s) for motive use ⓘ

Other

Refund for loss, bad debt, or tax paid in error

[Previous](#) [Next](#)

- Select 'File inventory Declaration.'
- Provide the Activity Start Date. This is when the entity started selling fuel in Alberta.
- Click 'Next.'

[Back to Index](#)

Page 4 – Review and Certification

Certification

For the purpose of section 65.2 of the *Fuel Tax Act*, the applicant hereby authorizes Alberta Treasury Board and Finance, Tax and Revenue Administration (TRA) to send electronic messages informing the applicant that a notice or other communication (e.g. a Notice of Assessment) requiring the applicant's immediate attention is available in the applicant's secure electronic Tax and Revenue Administration Client Self-Service (TRACS) account. It is understood that by providing this authorization, the applicant will not receive by regular mail any notices or other communication made available in TRACS. It is further understood that this authorization may be revoked at any time upon written notice of such revocation to TRA.

Yes No

This form must only be completed and submitted by an individual with proper authority for the business:

- An owner,
- A corporate director,
- A partner of a partnership,
- A trustee of an estate, or
- An individual with delegated authority.

By submitting this form, you certify that, to the best of your knowledge and belief, the information contained in this form is true and accurate and that all relevant facts have been revealed.

First Name

Last Name

Position *

Email

Phone

Extension

Cell Phone

Review the Business Information and Fuel Seller sections

- The information entered on the previous pages will be shown in the Business Information and Fuel Seller sections.
- Review the information. Select 'Previous' to make a correction.

Certification section

- Select 'Yes' if you agree to receiving electronic correspondence or 'No' if you do not.
- Select the appropriate position of the person completing the form. Only the owner, corporate director, partner of a partnership, trustee of an estate or an individual with delegated authority is permitted to complete this form.
- The other fields will pre-populate with the information from your Alberta.ca Account. For TRACS purposes, this can be changed in your User Profile once the registration is processed.

Click 'Submit'

- Print a copy of the confirmation page for your records.
- TRA will:
 - review the registration form;
 - contact you (if required); and
 - issue an approval letter outlining filing and remittance requirements.
- You will receive an email once your registration is approved. Follow the instructions in the email to access your TRACS account and approval letter.

[Back to Index](#)