



# Compensation Fund Assessment and Payment Form (Form 1)

In accordance with the *Travel Industry Act, 2002* and TICO's Payment Schedule, every travel agent and travel wholesaler registered in Ontario is required to pay into the Ontario Travel Compensation Fund.

Annual statement for the twelve months ended: \_\_\_\_\_  
mm/dd/yyyy

Please submit within 90 days of your fiscal year-end:

1. Your Compensation Fund payment
2. This completed form

This completed form must be sent to [filings@tico.ca](mailto:filings@tico.ca). Please refer to the payment instructions below.

TICO Registration #: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Ontario Gross Sales for the twelve months ended: _____	_____
mm/dd/yyyy	Amount

Assessment \$0.05 per \$1,000 (Minimum payment \$25) \_\_\_\_\_

8% PST \_\_\_\_\_

Payment due \_\_\_\_\_

In accordance with TICO's Payment Schedule, I hereby certify that the information contained in this return is accurate.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Form 1 Explanatory Notes

### Definition of sales in Ontario

Regulation 26/05 under the *Travel Industry Act, 2002* defines sales as follows:

“Sales in Ontario” when used in reference to a period of time, means,

- (a) In the case of a registered travel agent, the amount paid or to be paid to or through the travel agent for all travel services sold in Ontario during the relevant period, or
- (b) In the case of a registered travel wholesaler, the amount paid or to be paid to or through the travel wholesaler for all travel services sold in Ontario during the relevant period.

The *Travel Industry Act, 2002* defines travel services as transportation or sleeping accommodation for the use of a traveller, tourist or sightseer or other services combined with that transportation or sleeping accommodation.

### Payment Details

If you wish to pay online, please follow the instructions below. **To finalize the filing process, please submit the completed and signed Form 1 together with your bank payment confirmation to TICO, either by email or [filings@tico.ca](mailto:filings@tico.ca) or by fax (905) 624-8631.** Please note your payment cannot be entered into our system without the completed form and bank confirmation.

1. Sign into your online banking
2. Select bill payment
3. Select set up payee
4. Search for TICO-Form 1 (Comp. Fund) and select
5. Use your TICO registration number and enter as the payee account number
6. Enter the amount of payment and submit