

# TAX INFORMATION FORUM

**Monday May 3rd, 2004**

7:30 a.m. - 5:00 p.m.  
North York Civic Centre  
5100 Yonge Street, Toronto, ON

and

**Wednesday May 26th, 2004**

7:30 a.m. - 5:00 p.m.  
Metro Hall  
55 John Street, Toronto, ON

As part of the government's commitment to provide a customer-focused tax system, the Ontario Ministry of Finance invites you to attend a Tax Information Forum. This forum will provide information through the Breakout Sessions listed below.

<input checked="" type="checkbox"/>	In order to help us serve you better, please select the topics that interest you by placing a check mark in the column to the left of the session description. Please note that your check marks are for planning purposes only – the Breakout Sessions will be available on a first-come, first-served basis on the day of the forum.
<input type="checkbox"/>	<b>RST Basics – The Basics of Retail Sales Tax</b> This session will provide you with an overview of RST. Attend this session to learn how the tax works, how to complete the RST return, and how RST applies to your business purchases and sales.
<input type="checkbox"/>	<b>Top 10 RST – The Top 10 Retail Sales Tax Audit Issues</b> In this session, we will discuss some of the audit issues that we frequently encounter during a RST audit.
<input type="checkbox"/>	<b>Hospitality – Retail Sales Tax in the Hospitality Industry</b> If you operate a motel, hotel, or resort, with or without a restaurant, this session will help you understand how RST applies to your sales and purchases.
<input type="checkbox"/>	<b>CT - Overview of Ontario Corporations Tax</b> A look at the filing requirements, instalments, income tax, capital tax, tax credits & tax incentives.
<input type="checkbox"/>	<b>Land Transfer Tax - For Real Estate Practitioners</b> This presentation concentrates on giving practitioners the information and skills to make successful land transfer tax submissions in areas which include: 1) appropriate tax statements for electronic registrations (e.g., transfers between spouses); 2) deferral applications for tax on unregistered dispositions between affiliated corporations; and 3) family business exemptions applications.
<input type="checkbox"/>	<b>EHT – Employer Health Tax and Small Businesses</b> An overview of how EHT applies to small business, including the topics of employer-employee relationships, tax exemption and associated employers.
<input type="checkbox"/>	<b>WSIB – Workplace Safety &amp; Insurance Board Overview for Ontario Businesses</b> Join our session to learn about prevention, employer obligations, incentive programs, clearance certificates, and independent operators. Get your questions answered on what you need to do in case of an injury and how to get your employee back to work.
<input type="checkbox"/>	<b>MOL– Ministry of Labour - Top 10 Employer Issues Under the Employment Standards Act 2000</b> Learn about employer minimum standards for pregnancy/parental leaves, termination pay, temporary layoffs, and more. Also, you will learn about personal liability of corporate directors, what employee records to keep and how long to keep them, and penalties for non-compliance.
<input type="checkbox"/>	<b>MOL– Ministry of Labour - What You Should Know About the Pay Equity Law</b> This presentation will contain information about the legal requirements and the basics about achieving and maintaining pay equity.
<input type="checkbox"/>	<b>GST/HST – Goods and Services Tax / Harmonized Sales Tax</b> Canada Revenue Agency (CRA) will review the GST/HST tax, who has to register, what is taxed, how it applies to purchases and how to complete your GST/HST return.
<input type="checkbox"/>	<b>CRA – Payroll Information</b> CRA will review the roles and responsibilities in regards to deducting, remitting and reporting payroll deductions for CPP, EI, and Income Tax. Also, guidelines for determining whether a worker is an employee or self-employed will be reviewed.

07:30 08:15	08:15 09:00	09:00 17:00	09:15 10:25	10:40 11:50	13:10 14:20	14:35 15:45	16:00 17:10
Registration	Welcome / Introduction	Information Booths <small>(open all day)</small>	RST Basics	GST/HST	Top 10 RST	MOL - Top 10	RST Basics
			Hospitality	EHT	MOL - Top 10	Hospitality	GST/HST
			Top 10 RST	WSIB	WSIB	CRA	Top 10 RST
			CRA	RST Basics	Land Transfer Tax	Land Transfer Tax	Hospitality
			WSIB	CT	MOL-Pay Equity	EHT	EHT
					CT	MOL-Pay Equity	MOL-Pay Equity
<i>Note: The above Breakout Sessions will be available on a first-come, first-served basis the day of the forum.</i>							

#### Four Ways to Register:

**Fax** - Complete the form below and fax it to the North York Regional Tax Office at 416-218-3738

**Mail** - Complete the form below and mail it to:  
Ministry of Finance  
North York Regional Tax Office  
5 Park Home Avenue, Suite 200  
Toronto, ON M2N 6W8

**Phone** - Call the North York Regional Tax Office at 416-218-3782 between 8:30 a.m. and 5:00 p.m.

**In Person** - Visit your local Government Information Centre between 8:30am and 5:00pm. For address information, call our General Enquiry Line 416-326-1234.

Attendees' Name(s):		Trade/Company Name:		Type of Business: (hospitality/Sales/Service, etc.)	
Check which day you will be attending:		<input type="checkbox"/> Monday May 3 <sup>rd</sup>	<input type="checkbox"/>	<input type="checkbox"/> Wednesday May 26 <sup>th</sup>	<input type="checkbox"/>
Mailing Address:					
E-mail:		Telephone Number (Day):		Fax Number:	
<i>If you are faxing or mailing your registration, please include your topics of interest as selected in the first table above.</i>					

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