

As discussed, the forms and information for electronic submissions and payments are attached.

- The excel file contains two (2) sheets. One is fillable; the other is to be printed and filled out by hand. Once the fillable form is completed, save as a PDF file, and email to us. Similarly, the printable version can be printed, completed by hand, scanned, and then emailed to us.

- Please save/print as a legal sized document.

- Quarry Production Returns for each quarter is to be reported on a separate form, with the specific quarter and year stated.

- Please indicate the date on which transfers were initiated, the bank from which it was sent, name of the sender, and where applicable provide a transaction or receipt number.

- It would be prudent to follow up all electronic payments and submissions with a phone call.

- Once payments (electronic, direct deposit, drop box) reflect in MGD's banking account, a receipt will be sent via email, or by traditional mail. Please note that the date for which the receipt will be written will be the date that the funds are received in the MGD's account, and not the date that the transaction was initiated.

- All documents (returns, letters, or cheques) related to quarry tax, royalty, and payments (tax, royalty, penalty or interest) should be addressed to the Evaluation and Revenue Unit, or the Accounts Unit. This will allow for efficient processing.

- Cash payments at the MGD will only be accepted within the Accounts unit. No other unit at the Division is authorized to collect cash or write receipts for cash.

Feel free to make contact should you need any further assistance, or if you need any clarification on the use of the forms.

If you are not able to get through to me, you may contact Mr. Tojorn Barrington, Mr. Roberto Ellis or Mr. Dean Jones. They have been copied on this email.