

**2018 Assessment Year Request for Information
Operators of Wells with Surface Locations
Inside the City of Lloydminster, Saskatchewan**

Read Me First!

This package contains the forms and instructions you need to complete and submit your 2018 Assessment Year Request for Information (2018 AY RFI) Return to the Provincial Assessor (assessor). The 2018 AY RFI Return will be used to prepare the 2018 linear property assessment roll and assessment notices for all linear property in accordance with sections 238(1), 250 and 256(2) of *The Lloydminster Charter*. The 2018 linear property assessment will be subject to property taxes in 2019.

Contents:

- 2018 AY RFI:
 - 2018 AY RFI Reference Guide (PDF format - Adobe)
 - Pre-populated 2018 AY RFI Excel file
 - 2018 AY Request for Information Return Declaration form (PDF format-Adobe)

2018 AY Request for Information Return Declaration Form

This form is to ensure your contact information is up to date and the Request for Information Return has been filled out in compliance with legislation. This form must be completed, signed and returned with the 2018 AY RFI by December 31, 2018.

Does my company have to file a 2018 AY RFI Return?

Yes. To be compliant every individual or corporation who receives a 2018 AY RFI package must complete and return their 2018 AY RFI Return (inventory file and requested documentation) to the assessor by December 31, 2018. This request is in accordance with sections 240(1) and 241(1) of *The Lloydminster Charter*.

My company has no changes to report in the 2018 AY RFI. Do I still have to file a 2018 AY RFI Return?

Yes to be compliant. If the pre-populated information is correct and you have no additions, deletions or changes, then submit the Excel file as your 2018 AY RFI Return to the assessor by December 31, 2018. Instructions can be found within the 2018 AY RFI PDF "Filing your 2018 AY RFI Return".

What if my company has changes to the 2018 AY RFI?

If the pre-populated information is incorrect or otherwise deficient or inaccurate, please follow the instructions laid out in the 2018 AY RFI PDF document.

What are the consequences of not filing a 2018 AY RFI Return by December 31, 2018?

In accordance with section 238(5) of *The Lloydminster Charter*, if the operator does not provide the requested information, the assessor must prepare the assessment using the most accurate information available about the linear property.



The operator may also lose the right to appeal to the Municipal Government Board in accordance with section 241(4) of *The Lloydminster Charter*.

The assessor may apply to the courts to obtain the required information under section 242(1) of *The Lloydminster Charter*.

What happens after I file my 2018 AY RFI Return

The assessor will review your submission and may ask for additional information to clarify or support your 2018 AY RFI Return. This information will be used to prepare your 2018 linear property assessment for property taxation in 2019.

Questions/Concerns

Government of Alberta telephone numbers can be reached toll free from anywhere in Alberta by first calling 310-0000. For direct support please contact one of the following:

- a. Westin Bennett at Westin.Bennett@gov.ab.ca or 825-468-4138
- b. Janet Hayes at Janet.Hayes@gov.ab.ca or 403-754-6298
- c. Gail Reykdal at Gail.Reykdal@gov.ab.ca or 780-422-8302

E-mail general inquiries to ma.alpasmail@gov.ab.ca

NOTE: Our office will be closed between Monday December 24, 2018 and Tuesday January 1, 2019. We will be available Wednesday January 2, 2019.