

Education Property Taxes

Electronic Monthly Reporting

The monthly Education Property Tax (EPT) return is filed with the Ministry of Finance using the Saskatchewan eTax Service (SETS).

Entering Data

The calculation for the **Net EPT Collected** in Part I of the return is explained in the chart below.

ADD	SUBTRACT
Gross EPT collected	Any refund of taxes (e.g. overpaid taxes)
Other collections (e.g. grants-in-lieu, sale of tax title property proceeds, penalties, or trailer license fees)	

Do not include penalties and interest assessed to the municipality for late filing or late payment in the Net EPT Collected.

The **Year-to-Date Information** collected achieves two main goals:

1. The first two lines determine the outstanding EPT liability at the end of each month. The liability amount is broken down into:
 - the amount that is a current tax year receivable, and
 - the amount of the receivable that is in arrears.

This information is most often recorded in the tax control totals or month end tax roll reports. These two lines should work out to your total tax liability for the school division at the end of the month.

2. The total dollar amount of EPT forgone due to [local exemptions and abatements](#) is reported in the last two lines of Part II. These figures will notify the province of the abatements and local exemptions being applied to the EPT levy. The figures are used to make the necessary adjustments to EPT revenue forecasting. Additional details regarding the properties being exempted and abated are reported each year when the annual EPT return is completed. Annual EPT returns for the 2018 tax year will be filed electronically with the Ministry of Finance.

Paying your EPT – Current Filing Period

The EPT owing for the current filing period is equal to the amount reported as Net EPT Collected. If you have a prior period balance owing or a credit balance, follow the directions in the next sections.

Once all of the return information has been entered, select *Submit*. Then select *Next* on the *Summary* page to navigate to a Confirmation page. You will be able to make a payment directly to the filing period from the Confirmation page.

Paying your EPT – Balance Owing on a Previous Filing Period

The monthly EPT return doesn't have a specific line for you to report any outstanding amounts due. If you are assessed penalty and interest, or you have an outstanding collected but not remitted amount you may use SETS to make an electronic payment or print out a payment voucher to be mailed with a cheque.

The SETS homepage has videos and instructions to help you with this process.

When you have an Overpayment (Credit)

An overpayment of EPT can be dispersed in one of two ways.

- Call the Ministry of Finance to request a refund; or
- Subtract the credit amount from your payment in a future monthly return until there is no longer a credit remaining.

The Monthly EPT Return doesn't have a specific line for you to report an overpayment. If you have a credit because of a reporting error, you must fix the monthly return form for the month in which the error was made. The credit amount will be generated once the system has processed the amended monthly return and identified that the amount reported in the Net EPT Collected Line no longer matches what was paid.

Amending a Monthly EPT Return

You can file an amended return in SETS by selecting "amended return" from the return type field.

Contact

For questions about:

- **Filing EPT returns in SETS;**
- **Notice to File;**
- **Penalties and Interest; or**
- **Account Balance:**

Ministry of Finance

Toll Free: 1-800-667-6102

In Regina: 306-787-6645

Email: sasktaxinfo@gov.sk.ca

For questions about:

- **How to fill out your return;**
- **Exempting or abating EPT; or**
- **How to correct a return:**

Ministry of Government Relations

Tel: 306-787-5944; or 306-787-1086

Email: ept@gov.sk.ca

For the most up-to-date information, search "education property tax" on saskatchewan.ca and see "Information for Municipalities Concerning Education Property Tax".