

# Education Property Tax (EPT) Reporting

## Reporting EPT when Restructuring Occurs

### Information about Restructuring

There are two different types of restructuring that affects collecting and reporting EPT:

1. A municipality, or a part of a municipality is restructured into another municipality or district; or
2. A school division, or a part of the school division becomes a part of another school division.

Restructuring of a municipality or a school division will involve two types of EPT accounts:

1. The EPT accounts that will be closing/ reduced because of the change (the giving accounts); and
2. The EPT accounts that will newly opened/ increased because of the change (the receiving accounts).

Both types of accounts, giving and receiving, will have to report in Saskatchewan eTax Services (SETS) during the year that the change has occurred. However, in the future, only the receiving accounts will report EPT.

### Monthly EPT Reporting When Restructuring Occurs

The giving accounts will report for each month until December 31 of the restructuring year. Please file NIL reports for the months after the restructuring date stated in the Minister's Order. The monthly EPT report account will be closed after December 31 once the annual return has been filed and any variance reported has been verified, posted and reconciled.

The receiving accounts will begin to report for each month after the date of restructuring. A new account will be opened by the Ministry of Finance if the changes made in the Minister's Order require a new municipality and school division combination.

If you wish to ask about a new EPT account due to a Minister's Order, call 1-800-667-6102

### Annual EPT Reporting When Restructuring Occurs

The giving accounts complete one final annual reconciliation to document the final balances regarding EPT. This annual reconciliation captures the EPT account as of the restructuring date and provides carry forward numbers for the receiving accounts.

The receiving accounts will complete the annual reconciliation as of the end of the tax year. Report the entire amount of uncollected tax and unsold tax title property (TTP) in EPT-3 lines B1 and B2. Record an adjustment to account for the start balance of uncollected tax and unsold TTP that was received from the giving account at the time of restructuring (this would equal line B of the final reconciliation completed by the giving account).