

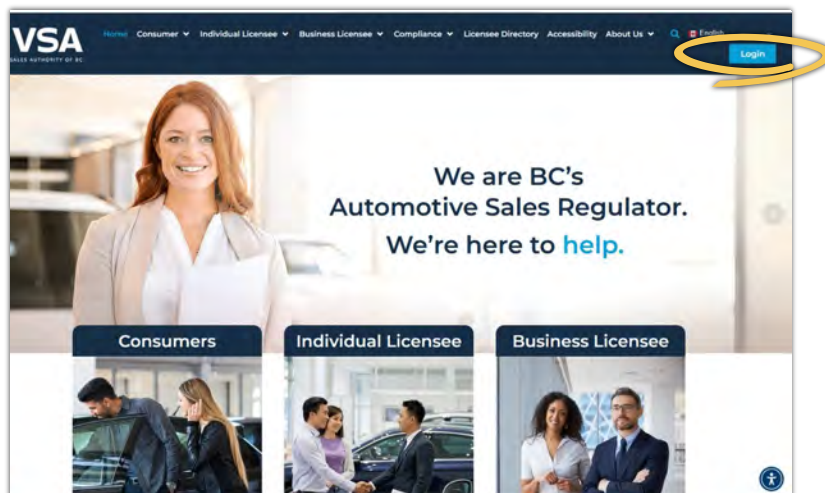
Transaction Levy Remittance Guide

Vehicle Sales Authority of BC

Step 1

Log in to the Dealer Portal.

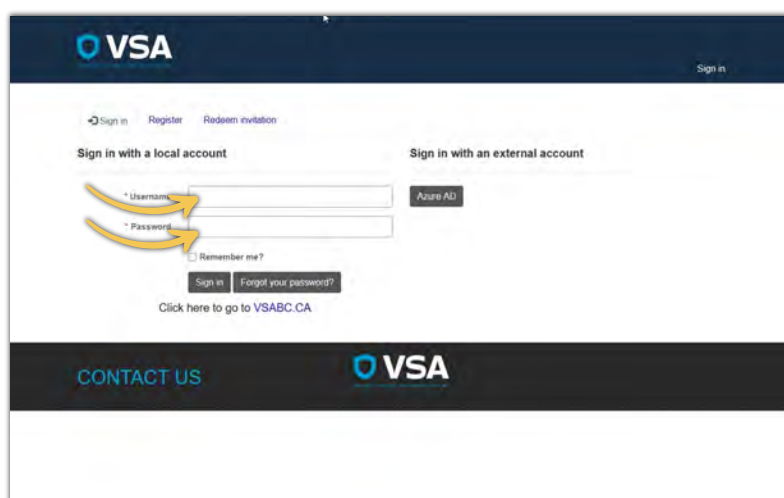
Go to the VSA homepage and click the Login button in the top-right corner.



Step 2

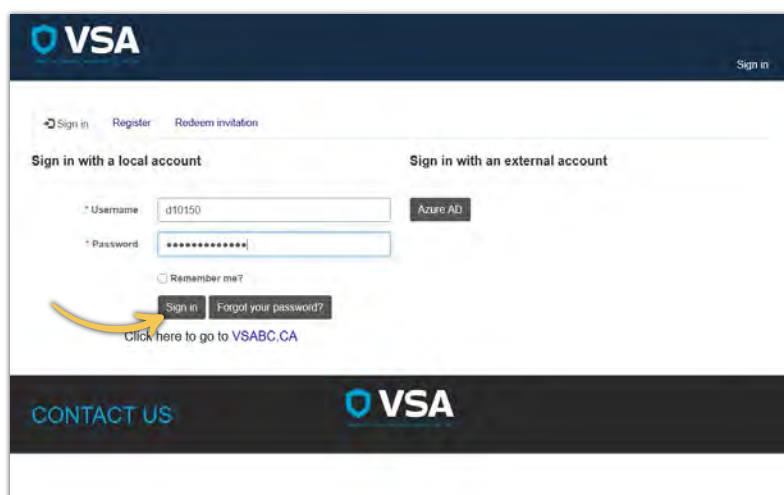
Enter Your Credentials. Sign in using your Dealer Number and Password.

The Authorized Spokesperson for your dealership will have these credentials.



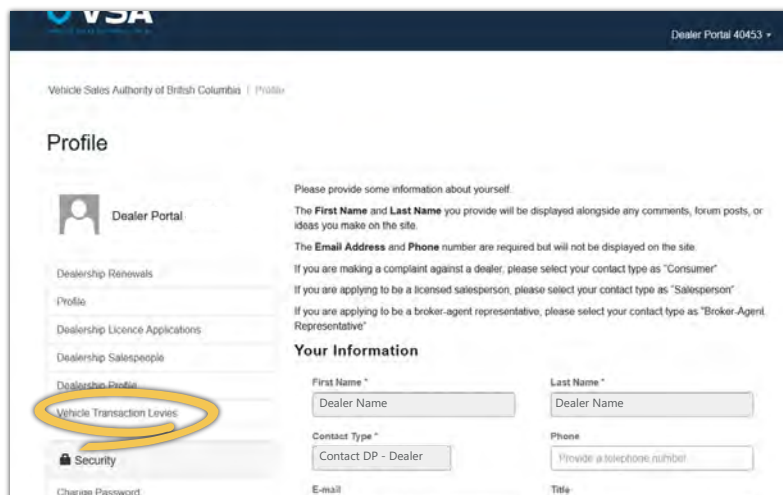
Step 3

Click "Sign In" to complete the login process.



Step 4

Once logged in, select Vehicle Transaction Levies from the menu on the right-hand side of the Dealer Portal.



Vehicle Sales Authority of British Columbia | Profile

Profile

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The **Email Address** and **Phone** number are required but will not be displayed on the site.

If you are making a complaint against a dealer, please select your contact type as "Consumer"

If you are applying to be a licensed salesperson, please select your contact type as "Salesperson"

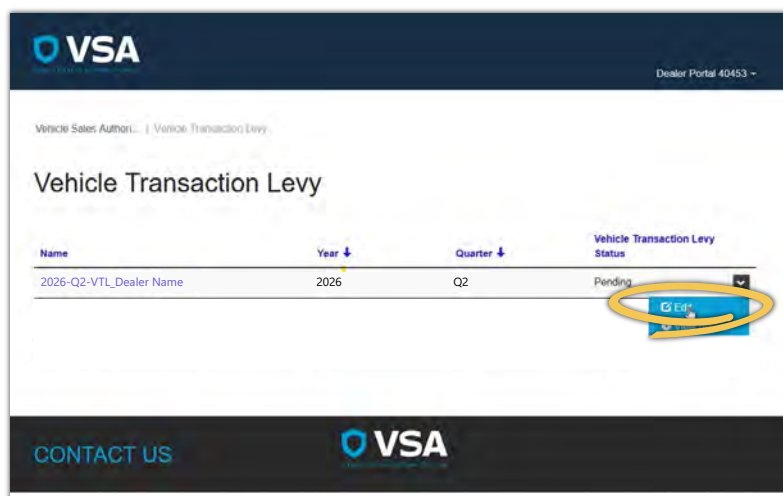
If you are applying to be a broker-agent representative, please select your contact type as "Broker-Agent Representative"

Your Information

First Name *	Last Name *
<input type="text" value="Dealer Name"/>	<input type="text" value="Dealer Name"/>
Contact Type *	Phone
<input type="text" value="Contact DP - Dealer"/>	<input type="text" value="Provide a telephone number"/>
E-mail	Title
<input type="text"/>	<input type="text"/>

Step 5

Use the dropdown arrow to select the Year and Quarter you are remitting for, then click Edit.



Vehicle Sales Authority of British Columbia | Vehicle Transaction Levy

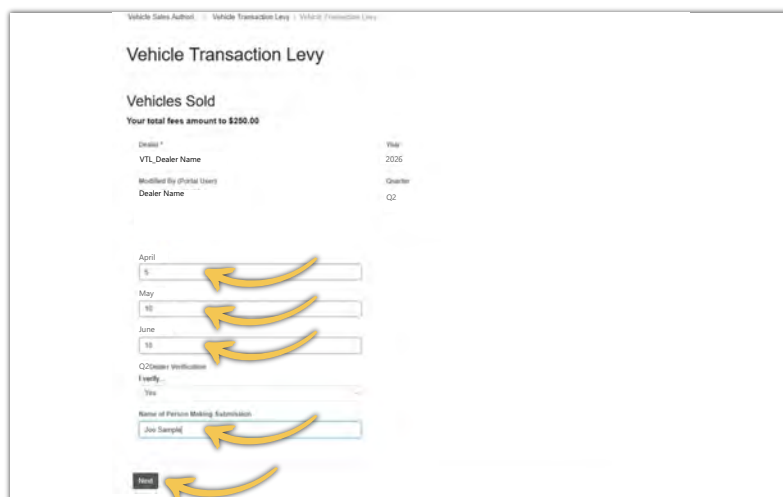
Vehicle Transaction Levy

Name	Year	Quarter	Vehicle Transaction Levy Status
2026-Q2-VTL_Dealer Name	2026	Q2	Pending Edit

Step 6

Input the number of vehicles sold for each month in the quarter.

Then enter the name of the person submitting the report on behalf of the dealership.



Vehicle Sales Authority of British Columbia | Vehicle Transaction Levy | Vehicle Transaction Levy

Vehicle Transaction Levy

Vehicles Sold

Your total fees amount to \$250.00

Dealer *	Year
VTL_Dealer Name	2026
Month(s) for (Month User)	Quarter
Dealer Name	Q2

April

May

June

Q2 Dealer Verification

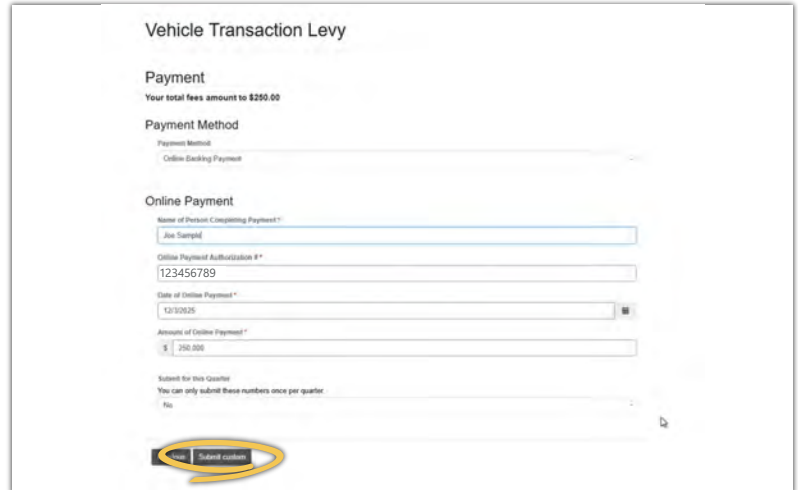
I verify... ☐

Name of Person Making Submission

Step 7

Choose Cheque or Online Banking Payment.

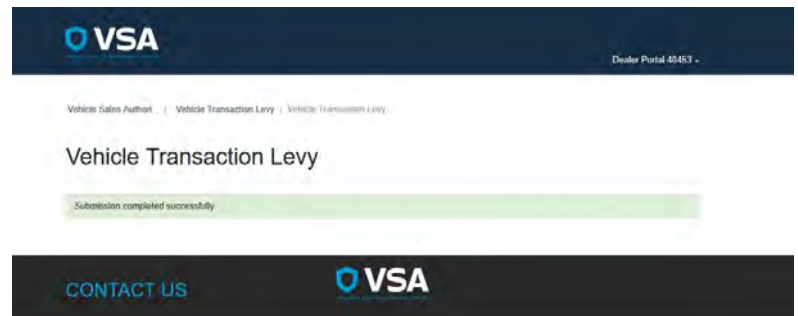
If paying online, fill in the required payment fields. Once all information is correct, click Submit.



The screenshot shows the 'Vehicle Transaction Levy' payment form. It includes sections for 'Payment' (total fees: \$250.00), 'Payment Method' (Online Banking Payment), and 'Online Payment' fields. The 'Online Payment' section contains fields for: Name of Person Completing Payment (*), Online Payment Authorization # (*), Date of Online Payment (*), Amount of Online Payment (*), and a checkbox for 'Submit for this Quarter' (You can only submit these numbers once per quarter). A 'Submit online' button is highlighted with a yellow circle at the bottom.

Step 8

Your submission has been successfully completed for the quarter.



The screenshot shows the VSA website header with the VSA logo and 'Dealer Portal 05/03'. Below the header, a breadcrumb trail reads: 'Vehicle Sales Authority > Vehicle Transaction Levy > Vehicle Transaction Levy'. The main heading is 'Vehicle Transaction Levy'. A green confirmation bar states: 'Submission completed successfully'. At the bottom, there is a 'CONTACT US' link and the VSA logo.

Questions?

If you have any questions about remittance of the transaction levy (that are not answered in the guide above), please reach out to the VSA's Licensing department:

- Email: Licensing@vsabc.ca
- Phone: 604-575-7256
- Toll-free: 1-877-400-3529