

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.

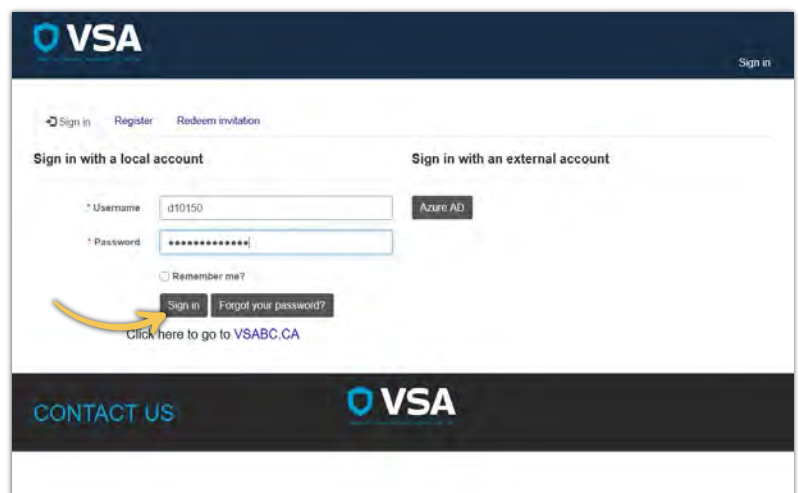
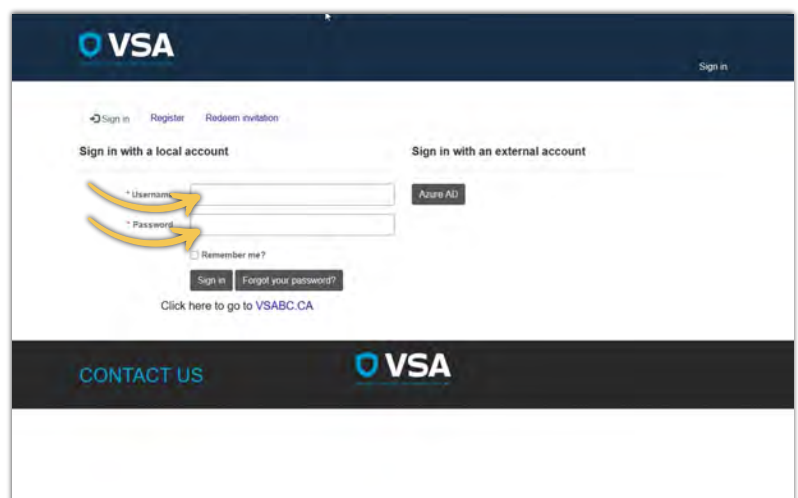
The Authorized Spokesperson for your dealership will have these credentials.

Please DO NOT create a new account.

The password was previously sent to the dealership email. If you do not recall the password, you **CANNOT** use the "Forgot your password" option. Please contact licensing@vsabc.ca to have the password reset.

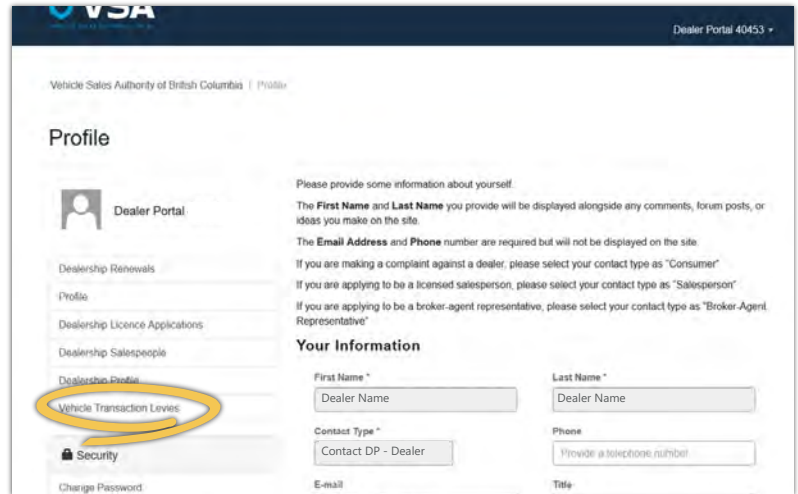
Step 3

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

Dealer Portal

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"

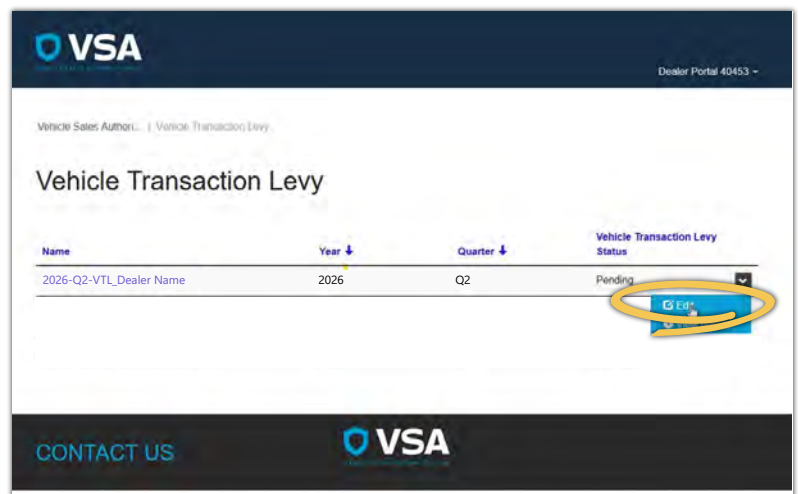
Your Information

First Name * Dealer Name
Last Name * Dealer Name
Contact Type * Contact DP - Dealer
Phone Provide a telephone number
E-mail
Title

Dealership Renewals
Profile
Dealership Licence Applications
Dealership Salespeople
Dealership Profile
Vehicle Transaction Levies
Security
Change Password

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

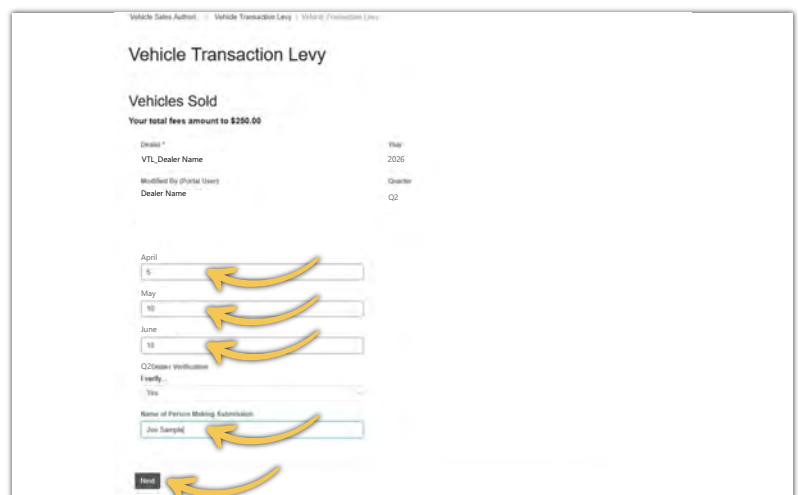
Name	Year	Quarter	Vehicle Transaction Levy Status
2026-Q2-VTL_Dealer Name	2026	Q2	Pending

CONTACT US

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 * VTL_Dealer Name Year: 2026
Submitted By (Initial User) Dealer Name Dealer Name Quarter: Q2

April: 5
May: 10
June: 15
Q2 Dealer Verification: Yes
Verify: Yes

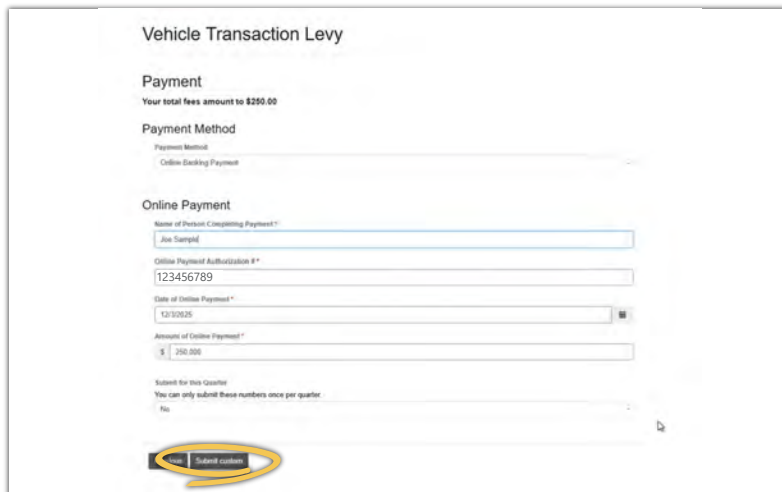
Name of Person Making Submission: Joe Sample

Next

Step 7

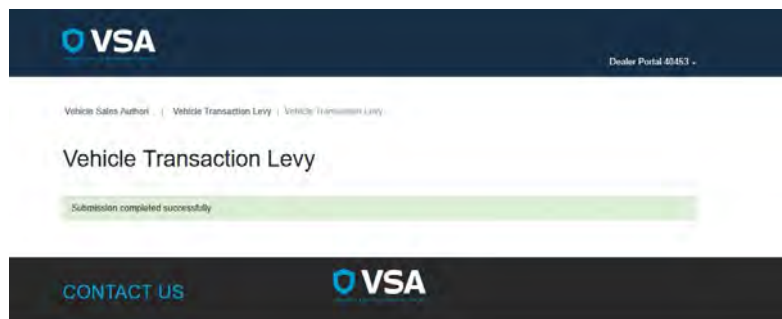
Choose Cheque or Online Banking Payment.

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



Step 8

Your submission has been successfully completed for the quarter.



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