

Transaction Levy Remittance Guide

Vehicle Sales Authority of BC



Step 1

Log in to the Dealer Portal.

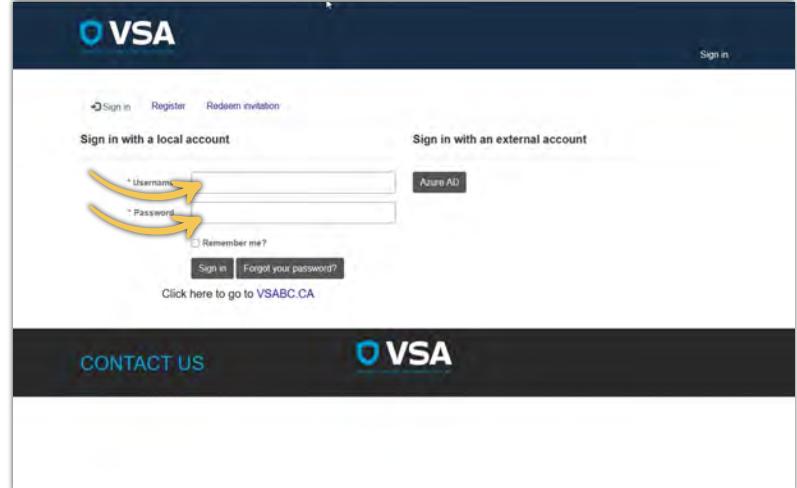
Go to the VSA homepage and click the Login button in the top-right corner.



Step 2

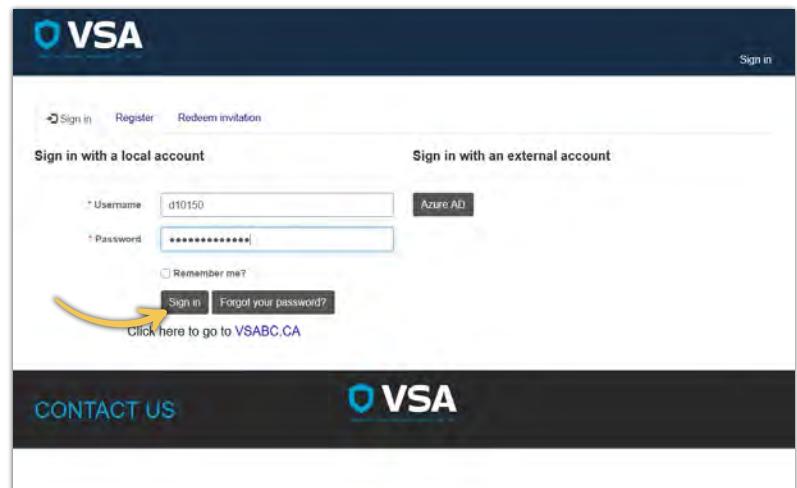
Enter Your Credentials. Sign in using your Dealer Number and Password.

The Authorized Spokesperson for your dealership will have these credentials.



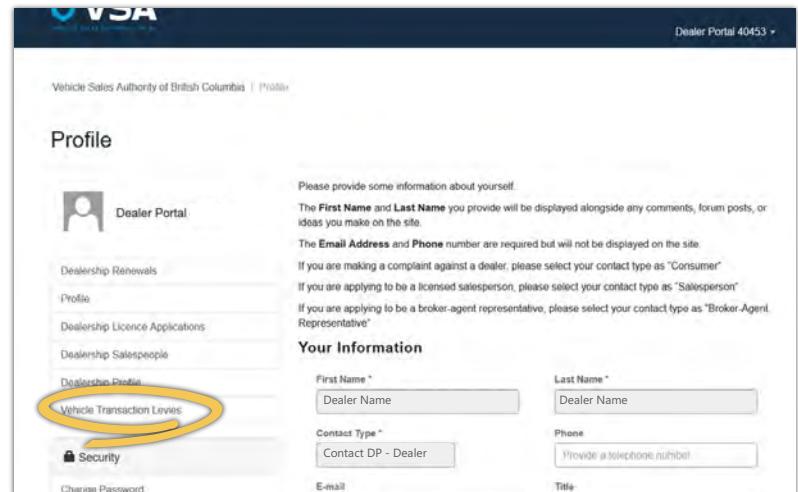
Step 3

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

Dealer Portal

Dealership Renewals
Profile
Dealership Licence Applications
Dealership Salespeople
Dealership Profile
Vehicle Transaction Levies (highlighted with a yellow circle)
Security
Change Password

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 applying to be a licensed salesperson, please select your contact type as "Consumer".
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		

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

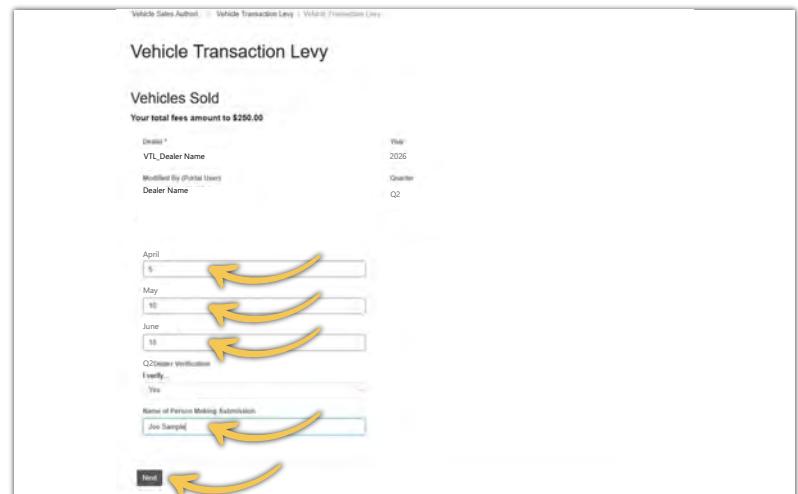
Name	Year ↓	Quarter ↓	Vehicle Transaction Levy Status
2026-Q2-VTL_Dealer Name	2026	Q2	Pending

CONTACT US **VSA** VEHICLE SALES AUTHORITY OF BC

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

Vehicles Sold
Your total fees amount to \$250.00

Dealer *	VTL_Dealer Name	Year *	2026
Modified By (Portal User)	Dealer Name	Quarter	Q2

April	5
May	10
June	15

Q2 Sales Verification
Every...
Yes

Name of Person Making Submission
Joe Sample

Total

Step 7

Choose Cheque or Online Banking Payment.

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

Vehicle Transaction Levy

Payment
Your total fees amount to \$250.00

Payment Method
Payment Method
Online Banking Payment

Online Payment

Name of Person Completing Payment*

Online Payment Authorization #*

Date of Online Payment*

Amount of Online Payment*

Submit for this Quarter
You can only submit these numbers once per quarter.
No

Step 8

Your submission has been successfully completed for the quarter.

VSA
Vehicle Sales Authority

Dealer Portal 40483 -

Vehicle Sales Authority | Vehicle Transaction Levy | Vehicle Transaction Levy

Vehicle Transaction Levy

Submission completed successfully

CONTACT US **VSA**

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