



Transaction Levy Remittance Standard Operating Procedure

Version 1
Effective Dec. 16, 2025

Purpose

This Standard Operating Procedure outlines the process for licensed motor dealers in British Columbia to calculate, report, and remit the Vehicle Sales Authority Transaction Levy. The levy is a fixed \$10 charge applied to qualifying consumer vehicle transactions, including sales and leases, to support VSA operations such as consumer and industry programs, investigations, and technological enhancements. This SOP ensures compliance with VSA requirements and promotes consistent, timely remittance.

Scope

This SOP applies to all licensed motor dealers under the Motor Dealer Act (MDA) who engage in consumer transactions involving motor vehicles. It covers the identification of applicable transactions, quarterly reporting, calculation of the levy amount, and payment methods. It does not apply to wholesalers, brokers, or other non-dealer entities unless they are also licensed as dealers. Exemptions include wholesale transactions and sales of non-motor vehicles.

The levy commences on April 1, 2026, aligning with the start of Quarter 2 of the 2026 calendar. Quarterly periods are defined as:

- Q1: January 1-March 31
- Q2: April 1-June 30
- Q3: July 1-September 30
- Q4: October 1-December 31

The first remittance is due starting June 30, 2026, for transactions in Q2 (April 1 – June 30, 2026). Remittances are required at the end of each quarter.

Definitions

- **Transaction Levy:** A fixed \$10 fee per qualifying consumer transaction involving a motor vehicle, as approved by the VSA Board of Directors.
- **Consumer Transaction:** A sale, lease, exchange, or other disposition of a motor vehicle to an individual primarily for personal, family, or household use (as defined in the MDA s. 1(1) – definitions of "motor dealer" and "sale"). This excludes business-to-business (wholesale) transactions but includes consignment sales to consumers.
- **Motor Vehicle:** A self-propelled vehicle designed or used primarily for travel on a highway (as defined in the Highway Act), including trailers designed or used primarily for

accommodation during travel or recreation (as defined in the Motor Vehicle Act). Exclusions include:

- Vehicles drawn by animal power.
 - Implements of husbandry.
 - Devices moved by human power.
 - Snowmobiles or snow vehicles (as defined in the Motor Vehicle (All Terrain) Act).
 - Electric personal assistive mobility devices (1,400 kg or less).
 - Golf carts.
 - Other unregulated vehicles such as off-road motorcycles, ATVs, side-by-sides, or lawnmowers.
- **Qualifying Transaction:** A consumer transaction involving a new or used motor vehicle (sale or lease). The levy applies regardless of whether the dealer passes it on to the consumer (itemized as "VSA Levy Recovery" on the bill of sale or lease agreement, which is taxable as part of the purchase price).
- **Remittance:** The total levy amount owed for the quarter, calculated as \$10 multiplied by the number of qualifying transactions.
- **Quarter End:** The last day of the quarter (e.g., June 30 for Q2). Payments are deemed late if submitted more than 30 days after the quarter ends.

Responsibilities

- **Licensed Motor Dealers:**
 - Track and count qualifying transactions quarterly.
 - Report transaction numbers accurately via the VSA portal.
 - Calculate and remit the levy amount by the end of each quarter.
 - Maintain records of transactions for potential audits or inspections.
 - Ensure compliance with MDA and Business Practices and Consumer Protection Act (BPCPA) requirements.
- **VSA Licensing Department:**
 - Provide the online portal for reporting and payment.
 - Process remittances and confirm receipt.

- Offer support for questions via email (licensing@vsabc.ca) or phone (604-574-7256).
- Monitor compliance and conduct inspections as needed under MDA authority.
- **VSA Registrar:** Oversee policy enforcement and delegate authority for inspections or information requests related to levy compliance.

Procedure

Step 1: Track Qualifying Transactions

1. Throughout the quarter, maintain accurate records of all vehicle transactions using your dealer management system (e.g., CDK Global, Reynolds & Reynolds, Lightspeed, or equivalent).
2. Identify qualifying transactions:
 - Confirm the transaction is a consumer transaction (personal/family/household use, not wholesale).
 - Verify the vehicle meets the motor vehicle definition (exclude non-qualifying items like ATVs or off-road motorcycles).
 - Count both new and used vehicle sales/leases.
 - For consignment: Include only if sold to a consumer.
3. Do not include:
 - Wholesale sales (business-to-business).
 - Reversals or refunds (the levy is not refunded if a sale is reversed).
 - Non-motor vehicles.
4. If passing the levy to consumers:
 - Itemize as "VSA Transaction Levy" on the bill of sale/lease agreement.
 - Include in advertised total price, APR calculations, and tax assessments.
 - Do not mark up the \$10 fee.

Step 2: Prepare Quarterly Report

1. At the end of the quarter (e.g., close of business on June 30 for Q2), tally the total number of qualifying new and used vehicle transactions.

2. Log in to the VSA dealer portal at <https://www.mvsabc.com/SignIn> using your licensed credentials.
3. Navigate to the Transaction Levy Reporting section (or equivalent, as per VSA updates).
4. Enter the number of new vehicle transactions and used vehicle transactions for the quarter.
5. The system will automatically calculate the remittance amount (\$10 x total qualifying transactions).

Step 3: Submit Remittance

1. Review the calculated amount for accuracy.
2. Select a payment method (similar to annual dealer license renewal fees):
 - **Electronic Banking:** Enter or use saved banking information for direct transfer.
 - **Paper Cheque:** Generate a payment invoice from the portal and mail a cheque payable to "Vehicle Sales Authority of BC" to: Vehicle Sales Authority of BC 280 – 8029 199th Street Langley, BC V2Y 0E2
3. Submit the report and initiate payment through the portal.
4. Receive confirmation of submission (save/print for records).
5. Ensure remittance is completed by the end of the quarter to avoid being deemed late (more than 30 days after quarter end).

Step 4: Record Keeping and Compliance

1. Retain copies of quarterly reports, transaction logs, and payment confirmations for at least 7 years (as per general VSA record-keeping guidelines).
2. Be prepared for VSA inspections or audits, where you may need to provide transaction details (MDA s. 25 allows written requests for information).
3. If discrepancies are identified post-submission, contact VSA Licensing immediately to amend.

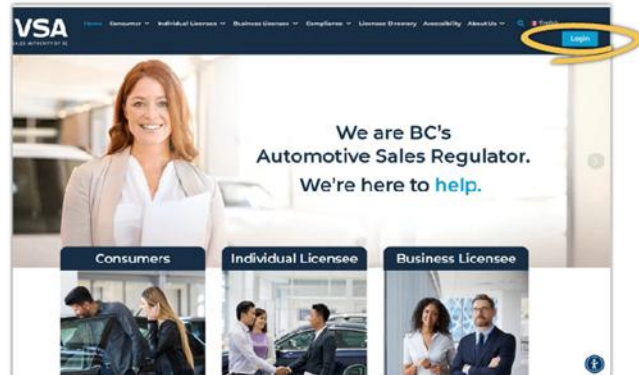
Transaction Levy Remittance Guide

Vehicle Sales Authority of BC

Step 1

Log in to the Dealer Portal.

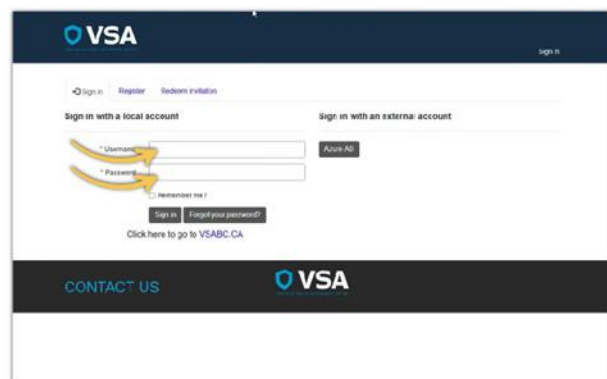
Go to the VSA homepage and click the Login button in the top-right corner.



Step 2

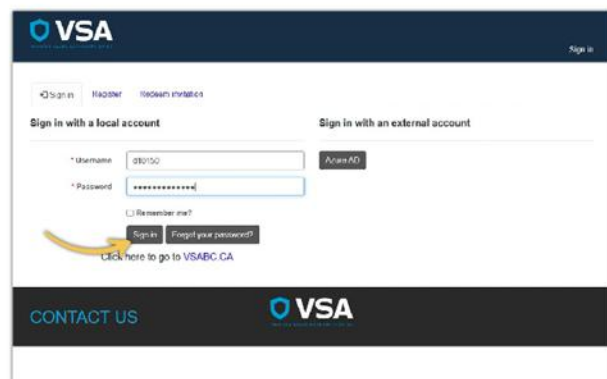
Enter Your Credentials. Sign in using your Dealer Number and Password.

The Authorized Spokesperson for your dealership will have these credentials.



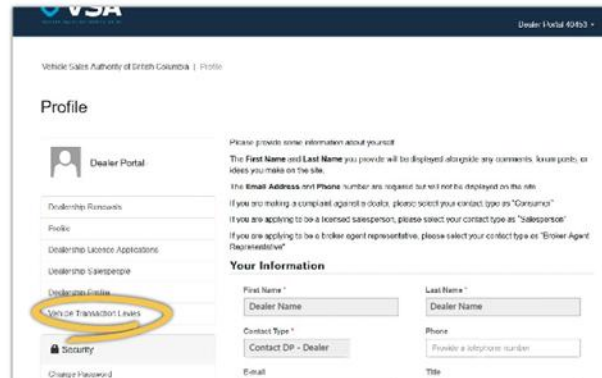
Step 3

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

Dealer Portal

Profile

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, leave 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

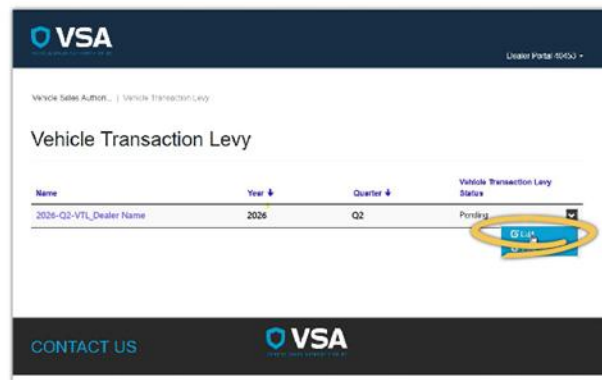
Phone
Provide a telephone number

Email
Title

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
2024-Q2-VTL_Dealer Name	2024	Q2	Pending Edit

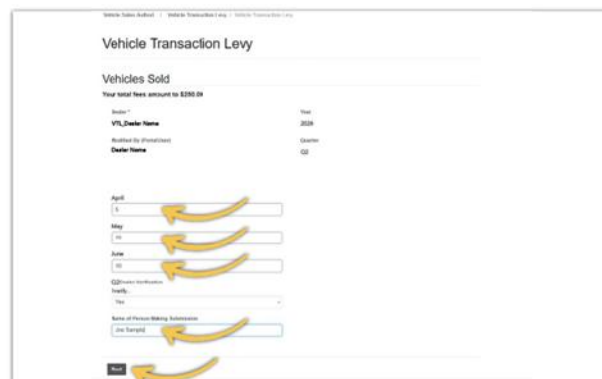
CONTACT US

VSA

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 \$238.04

Year *
2024

Quarter *
Q2

April
5

May
10

June
15

Q2 Gross Registration Fee
\$238.04

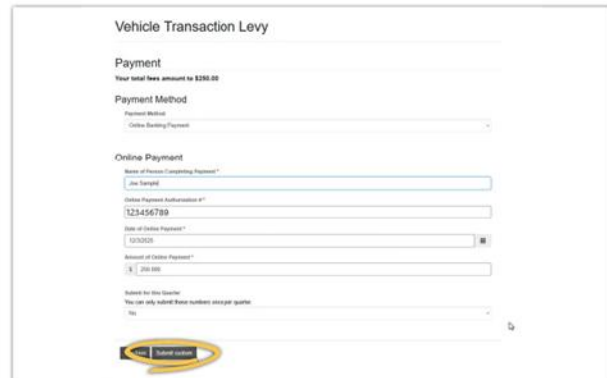
Name of Person Submitting Submission
John Smith

Submit

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

Appendix

- **Appendix A: Quarterly Remittance Schedule**

Quarter Period	Due Date Example (2026)
----------------	-------------------------

Q1	
----	--

Q2	Apr 1 – June 30	July 30
----	-----------------	---------

Q3	Jul 1 – Sep 30	October 30
----	----------------	------------

Q4	Oct 1 – Dec 31	January 30
----	----------------	------------

- **Appendix B: Contact Information**

- Email: licensing@vsabc.ca
- Phone: 604-574-7256
- Toll-Free: 1-877-400-3529
- Website: <https://vsabc.ca> (for forms, FAQs, and portal access)