



March 27, 2008

Dear c.a.r. shop Valet program participant:

RE: Passenger Vehicle Rental Tax application on the Alternate Transportation Program.

Effective April 1, 2008, ATP participants will be required to charge ICBC for Passenger Vehicle Rental Tax (PVRT) on specific instances when a courtesy type vehicle is provided under ICBC's Alternate Transportation Program (ATP).

In order to charge ICBC for PVRT you will be required to enter additional fields in the Vehicle Repair Cycle Time Capture System (VRCTS). The VRCTS will automatically calculate the applicable taxes and the total amount owed by ICBC. The PVRT will be paid in conjunction with your submitted CL1400 Claim Estimate.

The VRCTS guide has been updated with the new system enhancements. The VRCTS guide is available on the ICBC's partners page under the [MD Systems User Guides](#).

For further information and background on the application of PVRT on ICBC's ATP please refer the Ministry of Small Business and Revenue revised February Bulletin ([SST 122](#)), the February 2008 [notice](#), and the [Material Damage Bulletin 2008-11](#).

Yours truly,

Kevin Ballance,
Manager Accreditation Programs