



Reporting and remittance NEXT STEPS once your STR License (or renewal) is approved

Please ensure you are familiar with the Town of Gravenhurst Municipal Accommodation Tax (MAT) reporting and payment deadlines as noted below in section 2.

If you are a new licensee, your information will be shared with the Ontario Restaurant Hotel & Motel Association (ORHMA) within the month following your approval. ORHMA will reach out directly by email to introduce you to the portal and advise you of instructions on how to use the system. ORHMA is the organization responsible for facilitating the reporting and remittance of the MAT on behalf of the Town of Gravenhurst.

Below is a step-by-step guide to assist you.

For new STR Licensees, you must wait to receive the welcome email from ORHMA to confirm registration.

1. Log in to the Online MAT Reporting Portal

Web Link: <https://gravenhurst.orphma.com>

Username: Your registered email address

Password: Your current password (or click “Forgot Password?” to reset)

Note: Upon login, you will be prompted for a Two-Factor Authentication (2FA) code. This code will be emailed to your inbox. Keep the 2FA window open while accessing your email in another browser or device, then enter the code on the login page.

2. Reporting Deadlines

Quarter	Months	Due Date
Q1	Jan/Feb/Mar	April 15
Q2	Apr/May/Jun	July 15
Q3	Jul/Aug/Sep	October 15
Q4	Oct/Nov/Dec	January 15

Note: If your property did not generate accommodation revenue in a quarter, report “zero revenue” for that period. Please note that you are required to report (and remit if applicable) for each quarter you are licensed.

3. How to Report MAT

1. Log in to the portal.
2. From the left menu, click **“MAT Reporting”** > **“MAT Reports”**.
3. Click **“Submit MAT”** (top right) to start a new quarterly report.
4. Select the **Quarter/Year**, enter your **Gross Rooms Revenue**, and click **Submit**.
5. After submission, proceed with payment as outlined below.

4. How to Make Payment

Method 1 – Cheque

- Make the cheque payable to **Ontario Restaurant Hotel and Motel Association (ORHMA)**.
- Mail to: 2600 Skymark Ave, Suite 8-201, Mississauga, ON L4W 5B2
- Include your **license number** and **reporting period** in the memo section.

Method 2 – Debit Interac e-Transfer

- Send payment to: **payment@orhma.com**
- Security question: *“Name of the municipality?”* Answer: *“Gravenhurst”*
- Include your **name** and **quarter** in the optional message section.

5. Assistance and Questions

For questions regarding reporting or payment, contact the MAT Team:

- **Phone:** 905-592-3023
 - **Email:** mat@orhma.com
- Please use your property address as the email subject, followed by the name of the town.

Compliance with MAT reporting and payment deadlines is required to ensure a smooth license renewal process. Please submit your reports on time to avoid delays.

Reminder: Please download the MAT reports for the last four quarters from the MAT portal and submit them to Licensing before renewing your short-term rental license.