

DOC/2016/02513-03

**Circular**

**To: All Municipalities and Inuit Community Governments**

**Re: Gas Tax Module of the Municipal Support Information System (MSIS)**

**Date: June 22, 2016**

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The Department of Municipal Affairs is pleased to announce the launch of the new gas tax module of the Municipal Support Information System (MSIS). The Gas Tax Module will be available for use on June 28, 2016.

Elected officials and municipal or Inuit Community Government staff, who already have access to MSIS, will use the same username and password. A link to the Gas Tax module will automatically appear on the left hand side of the page. For those elected officials/ municipal or Inuit Community Government staff requiring access, please complete the attached *MSIS External User Account Setup Request Form* and email it to [MA-InfoMgmt@gov.nl.ca](mailto:MA-InfoMgmt@gov.nl.ca). If you have any questions about user account management, please contact the Municipal Affairs Administrator, Heather Roberts, at 1-709-729-5498. Please note the Gas Tax Module of MSIS is not accessible to consultants.

The Department's website – gas tax page <http://www.miga.gov.nl.ca/for/gta.html> will be updated to include the External User Guide – Gas Tax, MSIS External User Account Setup Request Form, contact information and a link to MSIS.

All questions regarding how to use the gas tax module can be directed to:

Gas Tax Secretariat - [gastax@gov.nl.ca](mailto:gastax@gov.nl.ca) or 1-877-729-4393  
Brenda Manning - [bmanning@gov.nl.ca](mailto:bmanning@gov.nl.ca) or 1-709-729-4393  
Deann Spurrell - [DeannSpurrell@gov.nl.ca](mailto:DeannSpurrell@gov.nl.ca) or 1-709-729-5401  
Sherry Appleby - [applebys@gov.nl.ca](mailto:applebys@gov.nl.ca) or 1-709-729-4176

Sincerely,



HEATHER TIZZARD  
Assistant Deputy Minister for Municipal Support

Attachments