

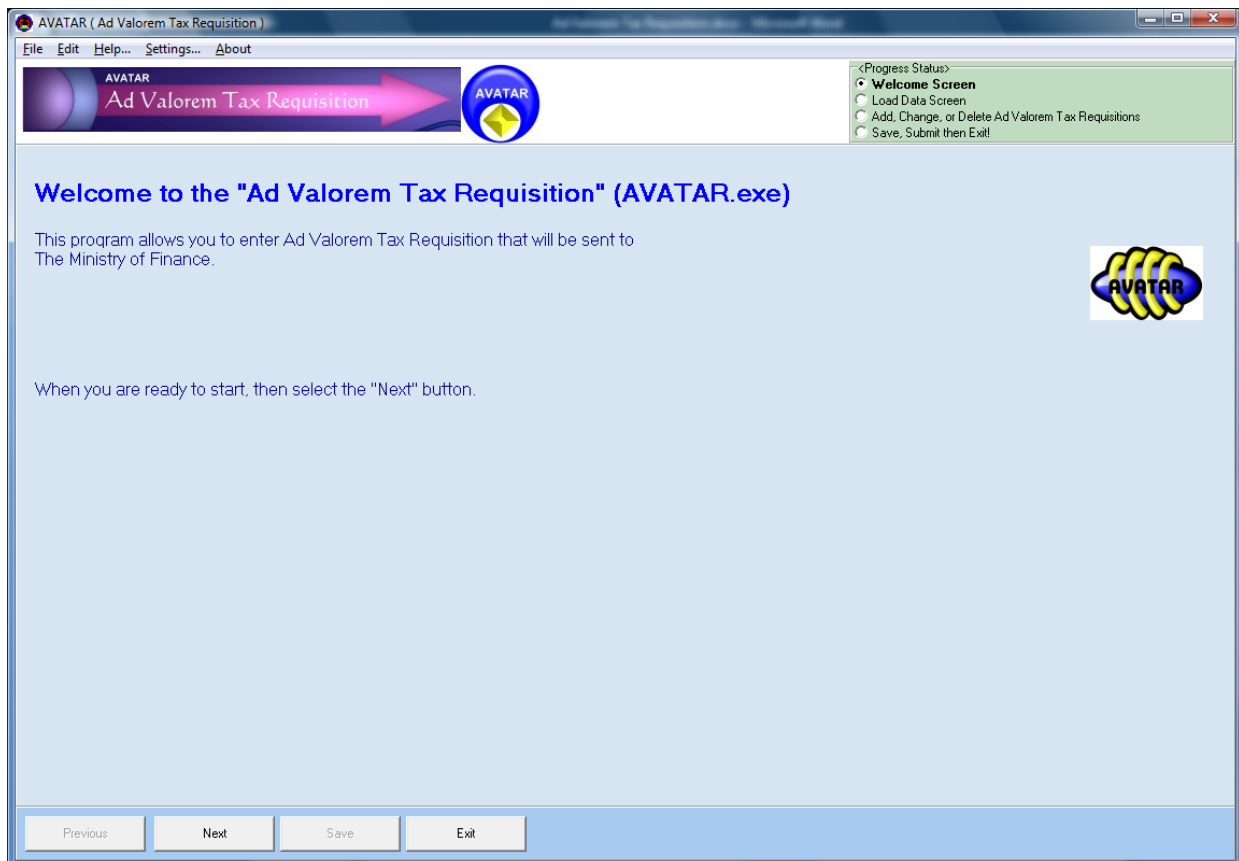


Ministry of Finance
Property Taxation Branch

Ad Valorem Tax Requisition (AVATAR) Tutorial

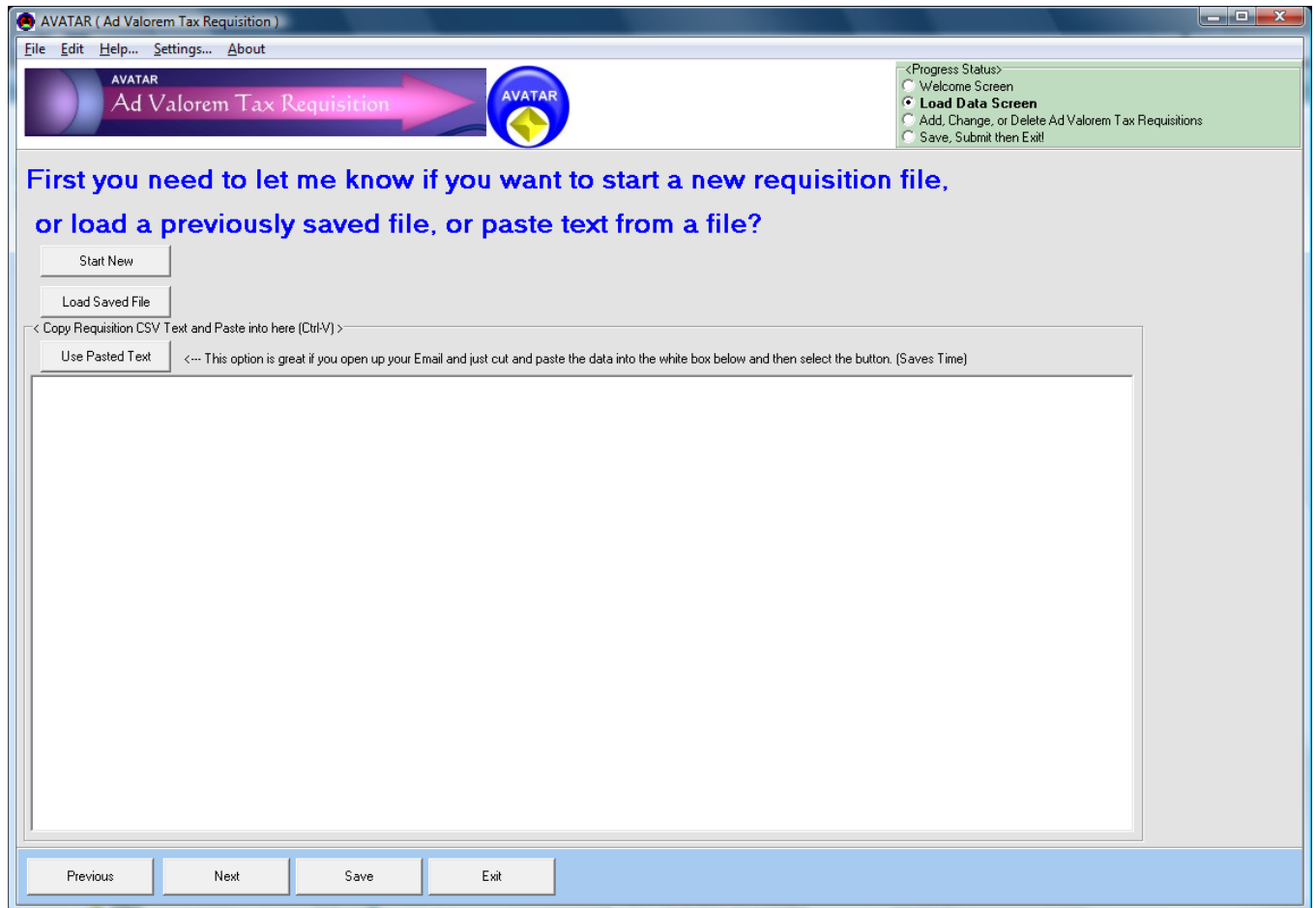
The program runs in Windows XP or Windows Vista and Windows 7. If you should encounter any problems with the software or require assistance in using the program, contact the Property Taxation Branch (250) 387-0576 for assistance or email to Levyreq@gov.bc.ca.

Download the AVATAR executable program from the website. Once you have downloaded AVATAR, you should be at the 'Welcome Screen'. Select the 'Next' button to proceed.



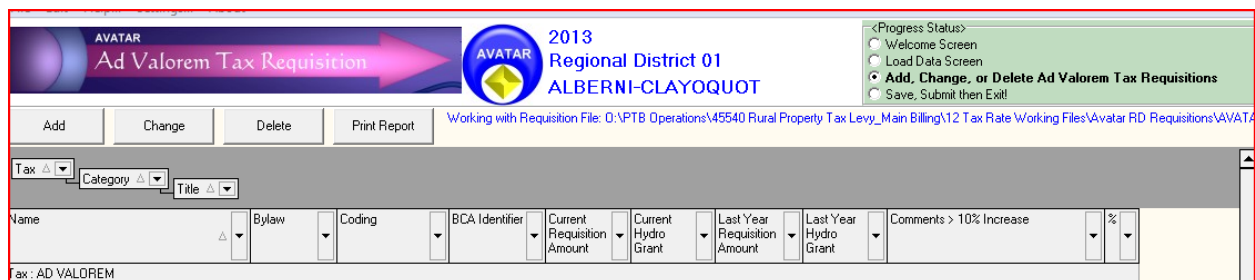
LOAD SAVED FILE

Load the requisition .csv file that was sent to you by email using the “Load Save File” option, or highlight the entire text in the email which you have received, copy and paste into the white space and click on Use Pasted Text. Ensure that the file you received belongs to your Regional District.



ENTERING REQUISITIONS

AVATAR header screen:



The .csv file contains the most updated entries. Enter the requisitions by placing your cursor on the service line item and select “Change”. This will take you to the “Change a Requisition” screen. **Enter the 2016 Requisition Amount. For credit requisitions, place a minus (-) sign in front of the amount.** The requisition amount shown should be net of any railway tax and adjustments. **Payments received for the prior year BC Hydro Grant-in-Lieu of tax are included in the file and are used to reduce the Regional District requisitions for 2016.** Also included is your prior year’s requisition for comparison. If the current requisition amount is greater than 10% from the previous year, the “Comment” field will

highlight in yellow. Please provide a comment as to the increase. This information is used to answer taxpayer enquiries and is posted on our web page. Select “Change” to complete the entry.

CHANGE SCREEN:

AVATAR (Change a Requisition)

< Tax >
 Ad Valorem

< Category >
ELECTORAL AREAS Land and Improvements

Requisition Name: AREA A ALB-CLAY RD
Bylaw: Optional

< Coding >
Coding will be displayed as: 770-01-BE-A-D

< Jurisdiction >
770 ALBERNI RURAL

Regional District: 01 ALBERNI-CLAYOQUOT
Jurisdiction Category: BE
Item Code: A

< BCA Identifier >
 Land and Improvement Land Improvement No identifier

2013 Requisition Amount: 223555
* 2013 Hydro Grant: 0
* 2012 Requisition Amount: 202856
* 2012 Hydro Grant: 0

Comment > 10% Increase: 7.4% is due to increase in area's assessed values then general increases across most services
Calculated Increase: 10.2 %

The .csv file has been updated to reflect the most current service area name and coding, however, there may be some new service area codes that have not been processed by BC Assessment at this time. If you wish to requisition funds for a new service, use the “Add” button to enter the service item details.

ADD SCREEN:

AVATAR (Add a Requisition)

< Tax >

Ad Valorem

< Category >

Required

Requisition Name Required

Bylaw Optional

< Coding >

Coding will be displayed as:

< Jurisdiction >

Required

Regional District 01 ALBERNI-CLAYOQUOT

Jurisdiction Category Required (two character code)

Item Code Required (one character code)

< BCA Identifier >

Land and Improvement Land Improvement No identifier

2013 Requisition Amount Required

* 2013 Hydro Grant Required

Comment > 10% Increase

AD VALOREM REQUIRED FIELDS:

Category - Electoral, Local, General Service, Defined, Specified and Service Areas

Requisition Name -The requisition name that appears on the tax notice. **The name/description can only be 20 characters long.**

Jurisdiction - Jurisdiction number(s)

Item Code - If you do not know the coding blank out the space under Item Code and the coding will be updated after discussion with BC Assessment.

2016 Requisition Amount - enter your requisition amount.

2016 Hydro Grant –enter 0.00 in this field

BCA Identifier – this must be completed and is very important as it defines how the requisition is levied on your behalf. If you are unsure, please refer to the “Establishing Bylaw”.

Press “Add” to complete the entry.

OTHER FEATURES:

DELETE BUTTON - allows you to delete an entry.

PRINT REPORT – produces a report of your entries.

You are able to save your entries throughout the program.

RETURNING THE FILE:

When you have completed entering your tax requisitions, select the “Save, Submit then Exit” button at the right hand top portion of the Progress Status screen.

You can submit the file by following:

Option 1 – Manually attach a saved texted file from the AVATAR program to an email and send it to: Levyreq@gov.bc.ca or

Option 2 – Let AVATAR program construct an email and send it.

If using Option 2 – Select “Next” button to send the file.

AVATAR Ad Valorem Tax Requisition

2013 Regional District 01 ALBERNI-CLAYOQUOT

<Progress Status>
 Welcome Screen
 Load Data Screen
 Add, Change, or Delete Ad Valorem Tax Requisitions
 Save, Submit then Exit!

< (1) Start >

When you are finished entering in the Ad Valorem Tax Requisitions Please return the requisition information to the Ministry of Finance - Property Taxation Branch by one of the following options:

Option 1.
Manually attach a saved text file from the AVATAR program to an email and send it to: Levyreq@gov.bc.ca

Option 2.
Try to let the AVATAR program construct a email and send it.
This option works on many MS Outlook versions. If this does not work then use option 1 to remit the Ad Valorem Tax Requisitions.

Next >>

Click on **Save** to save your document. You will see the message “Requisitions Are Saved” and click OK. You will now click on the next button to submit your requisitions by email.

AVATAR Ad Valorem Tax Requisition

2013 Regional District 01 ALBERNI-CLAYOQUOT

<Progress Status>
 Welcome Screen
 Load Data Screen
 Add, Change, or Delete Ad Valorem Tax Requisitions
 Save, Submit then Exit!

< (2) Save >

For safety the data will be saved to a text file (normal save).
This data text file will be either manually attached to an email or automatically attached to an email and sent by MS Outlook.
If you choose to use the email option and it fails then please restart this program and load the saved file!

Save Next >>

< Optionally Encrypt the file [when you click on the "Save" button]>
 No Encryption. The file will be saved normally. (clear text)
 Encrypt the file using the password provided below
Remember this password sincy you must use it if you want to load this file again.

Select Email Submission to automatically send by email to Levyreq@gov.bc.ca. If you choose the Next button, you will be required to generate your own email and attach your saved file.



2013
Regional District 01
ALBERNI-CLAYOQUOT

- <Progress Status>
- Welcome Screen
 - Load Data Screen
 - Add, Change, or Delete Ad Valorem Tax Requisitions
 - Save, Submit then Exit!**

< (3) Payment Submission >

Please select the entire text in the blue window and copy it into a new email.
Send the email to: Levyreq@gov.bc.ca

You can optionally let the program try to send an email for you automatically by selecting the "Email Submission" button.

Email Submission

Next >>

Please ensure that the sender is a designated Regional District officer with the authority to certify, pursuant to section 806 of the Local Government Act, [RSBC 1996] c. 323 and pursuant to the Regional District Requisition Regulation, B.C., Reg. 347/2008 as follows:

The amount requisitioned for each service in the Regional District's requisition is included in the current financial plan of the Regional District;

Each service is either provided under an establishing bylaw that has not been repealed or is provided under other legal authority;

Each service, where applicable, has been identified with an accurate code provided by the British Columbia Assessment Authority;

The amount requisitioned for each service does not exceed the maximum amount that is authorized to be requisitioned for that service under the establishing bylaw or other legal authority or under the Local Government Act;

The amount requisitioned for each service is apportioned, as applicable, in accordance with the establishing bylaw or other legal authority or in accordance with the Local Government Act; and

The property tax being imposed through the requisition process is authorized through the establishing bylaw or other legal authority.