



Ministry of
Finance

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PAT Return



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Introduction

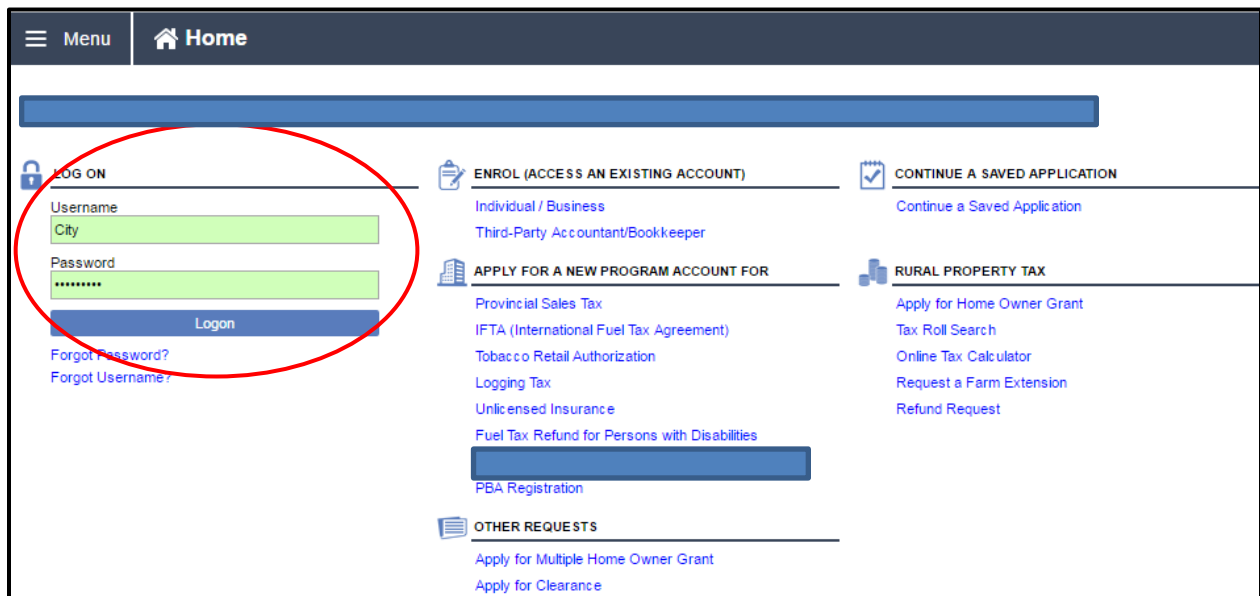
In this tutorial you will learn how to file a PAT return.



PAT monthly returns need to be filed in order, if the taxpayer has an outstanding return that needs to be filed for a previous month, they should not be able to file the current month's return.

Getting There

1. From the **eTaxBC** log in screen, log into your eTaxBC profile.



The screenshot shows the eTaxBC login interface. The 'LOG ON' section is circled in red and contains the following fields and buttons:

- Username
- City
- Password
- Logon button
- Forgot Password?
- Forgot Username?

Other sections visible on the screen include:

- ENROL (ACCESS AN EXISTING ACCOUNT)**: Individual / Business, Third-Party Accountant/Bookkeeper
- CONTINUE A SAVED APPLICATION**: Continue a Saved Application
- APPLY FOR A NEW PROGRAM ACCOUNT FOR**: Provincial Sales Tax, IFTA (International Fuel Tax Agreement), Tobacco Retail Authorization, Logging Tax, Unlicensed Insurance, Fuel Tax Refund for Persons with Disabilities, PBA Registration
- RURAL PROPERTY TAX**: Apply for Home Owner Grant, Tax Roll Search, Online Tax Calculator, Request a Farm Extension, Refund Request
- OTHER REQUESTS**: Apply for Multiple Home Owner Grant, Apply for Clearance

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2. Once you have logged on **click** on the **Account** hyperlink, in this example it is **PAT-1045-5499**.



Menu Home Log Off Profile Settings
Last logon 01-Dec-2016 12:03

ALERTS
✓ There are no alerts

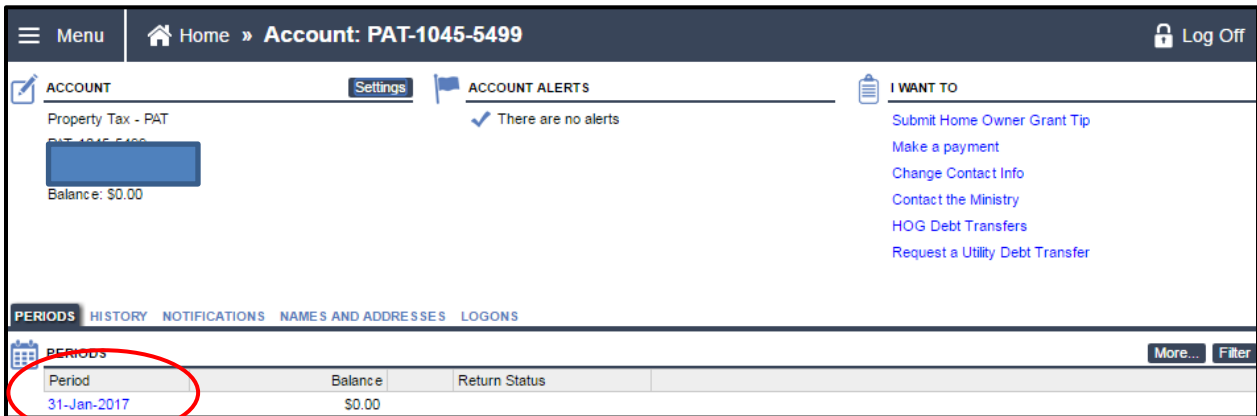
I WANT TO
Add Access to Additional Account
Contact the Ministry

ACCOUNTS HISTORY NOTIFICATIONS NAMES AND ADDRESSES

MY ACCOUNTS More...

Property Tax - PAT	PAT-1045-5499	CITY OF COLWOOD	\$0.00
--------------------	---------------	-----------------	--------

3. **Select** the **Period** you want to file your **return** on. In this example, we will **file** our **Jan PAT Return**. Click on the Jan 31, 2017 hyperlink



Menu Home » Account: PAT-1045-5499 Log Off

ACCOUNT Settings ACCOUNT ALERTS I WANT TO
Property Tax - PAT PAT-1045-5499
Balance: \$0.00
There are no alerts
Submit Home Owner Grant Tip
Make a payment
Change Contact Info
Contact the Ministry
HOG Debt Transfers
Request a Utility Debt Transfer

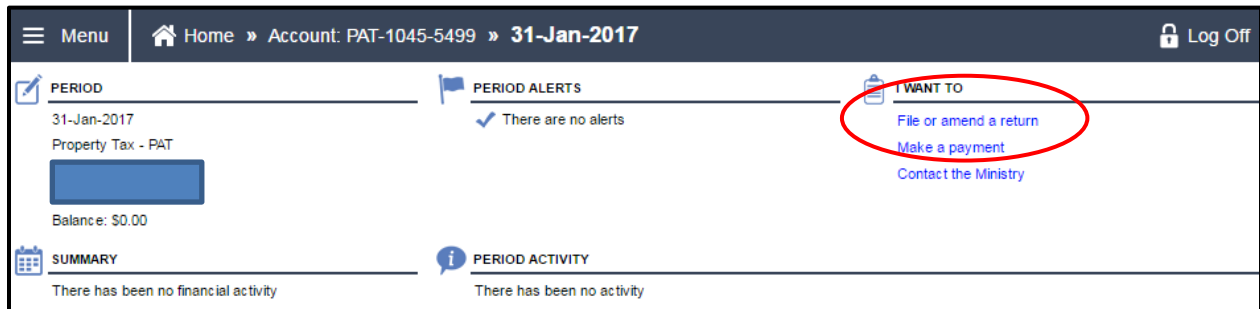
PERIODS HISTORY NOTIFICATIONS NAMES AND ADDRESSES LOGONS

PERIODS More... Filter

Period	Balance	Return Status
31-Jan-2017	\$0.00	

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4. The hyperlink to **File** or **amend** a **return** is located in the **I Want To** section at the top of the window. **Click** on the **File or amend a return** hyperlink.



The screenshot shows the top navigation bar with 'Menu', 'Home', 'Account: PAT-1045-5499', '31-Jan-2017', and 'Log Off'. Below this are three main sections: 'PERIOD' (31-Jan-2017, Property Tax - PAT, Balance: \$0.00), 'PERIOD ALERTS' (There are no alerts), and 'I WANT TO' (File or amend a return, Make a payment, Contact the Ministry). The 'I WANT TO' section is circled in red.

Return Instructions

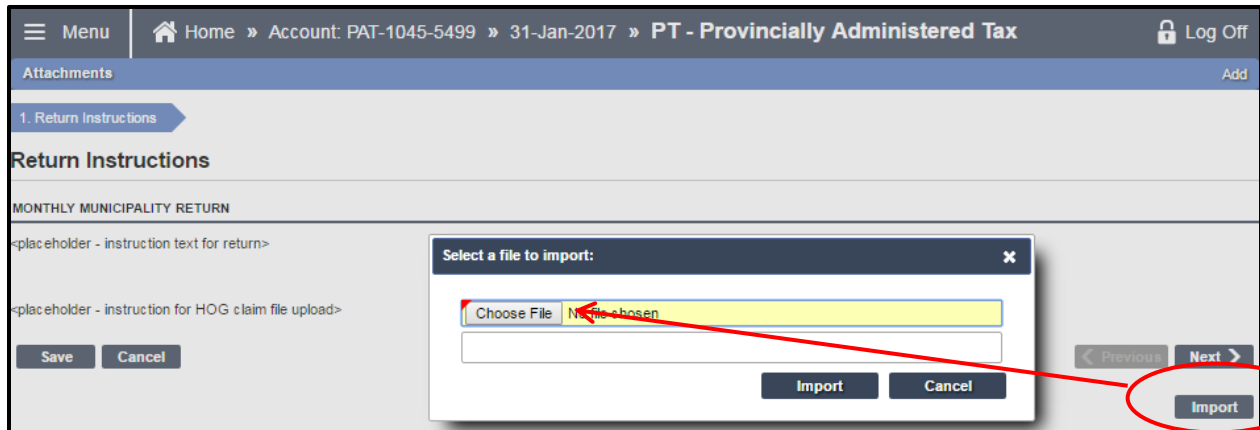
1. Monthly Municipality Return will take you through a wizard. **Click Next.**



The screenshot shows the 'Return Instructions' screen for 'PT - Provincially Administered Tax'. It includes a breadcrumb trail: 'Home » Account: PAT-1045-5499 » 31-Jan-2017 » PT - Provincially Administered Tax'. The main content area has a 'MONTHLY MUNICIPALITY RETURN' section with two placeholder text boxes. At the bottom, there are 'Save', 'Cancel', 'Previous', 'Next', and 'Import' buttons. The 'Next' button is circled in red.

2. The **Import** button at the bottom of the window is where you can **attach** your **HOG claim file**. **Click Import**, and then **click Choose File** and navigate to your file. **Click Next.**

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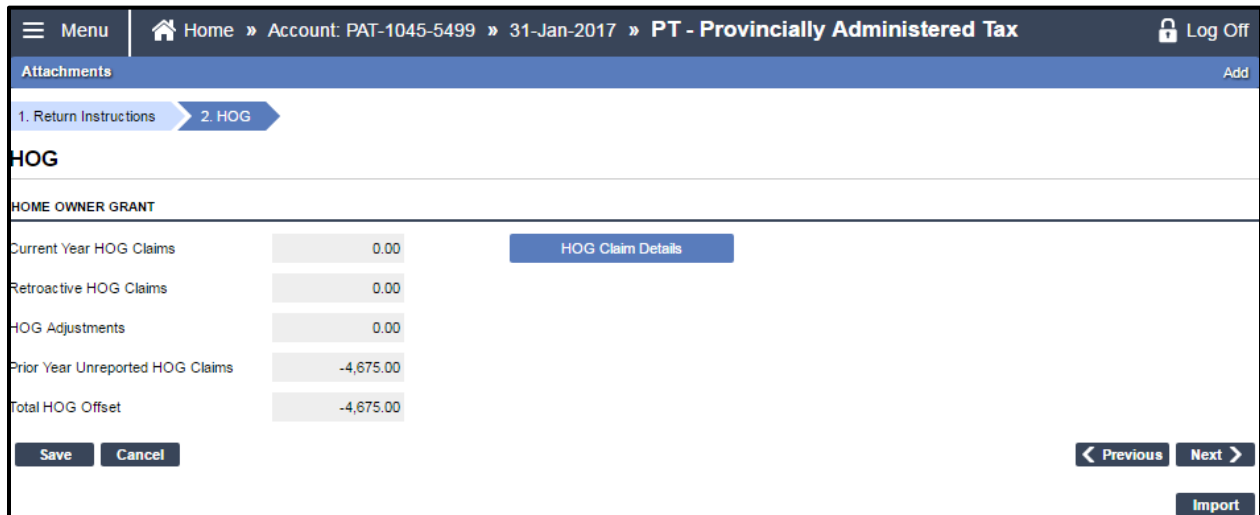


3. Once you have **selected** your **file**, **click Import**.



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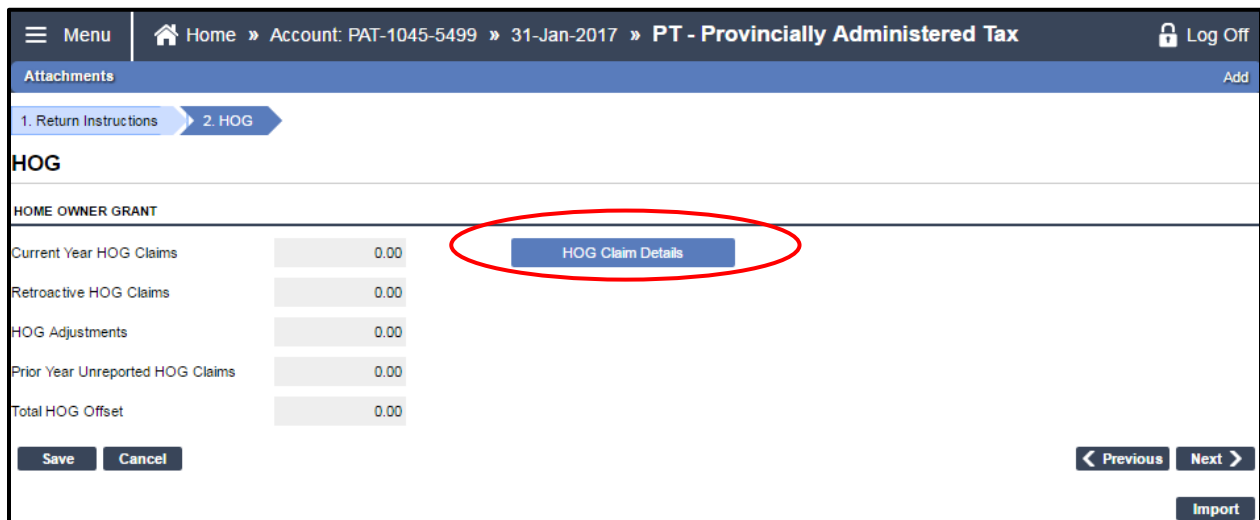
4. The fields on the HOG window will populate.



HOME OWNER GRANT	
Current Year HOG Claims	0.00
Retroactive HOG Claims	0.00
HOG Adjustments	0.00
Prior Year Unreported HOG Claims	-4,675.00
Total HOG Offset	-4,675.00

HOG

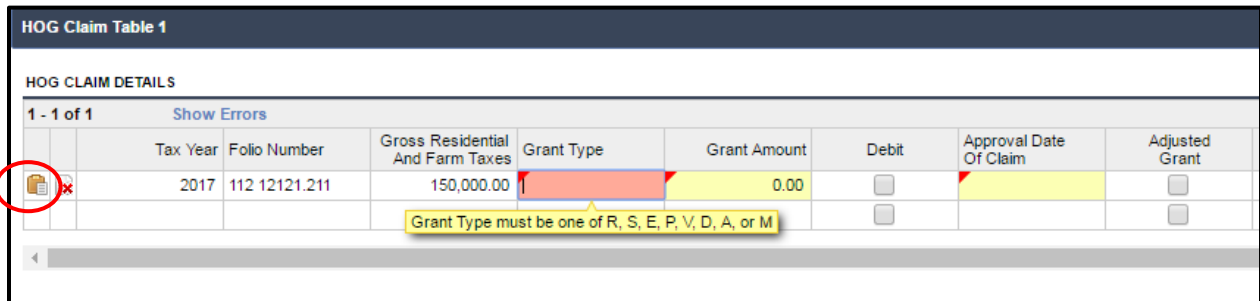
1. When positioned on the **HOG** window, **click** on the **HOG Claim Details**.




HOME OWNER GRANT	
Current Year HOG Claims	0.00
Retroactive HOG Claims	0.00
HOG Adjustments	0.00
Prior Year Unreported HOG Claims	0.00
Total HOG Offset	0.00

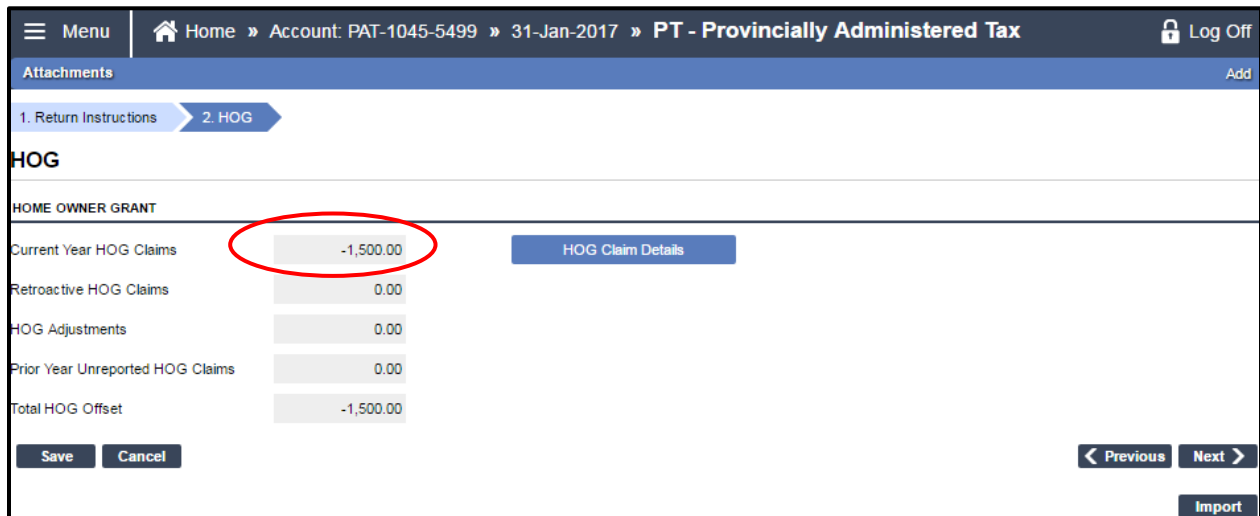
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2. A table will populate, fill out the appropriate fields. Notice as you type through the fields, tip text will appear to instruct you of what information the form is looking for. You can **add multiple rows** and information as needed by **clicking** on the clipboard illustrated in the below screenshot.



HOG CLAIM DETAILS								
1 - 1 of 1 Show Errors								
	Tax Year	Folio Number	Gross Residential And Farm Taxes	Grant Type	Grant Amount	Debit	Approval Date Of Claim	Adjusted Grant
	2017	112 12121.211	150,000.00		0.00	<input type="checkbox"/>		<input type="checkbox"/>
				Grant Type must be one of R, S, E, P, V, D, A, or M				<input type="checkbox"/>

3. Once you are finished filling in the appropriate fields **click Ok** to return to the HOG window, notice how the fields are now auto filled. **Click Next.**



Menu | Home » Account: PAT-1045-5499 » 31-Jan-2017 » PT - Provincially Administered Tax | Log Off

Attachments Add

1. Return Instructions > 2. HOG

HOG

HOME OWNER GRANT

Current Year HOG Claims	-1,500.00	HOG Claim Details
Retroactive HOG Claims	0.00	
HOG Adjustments	0.00	
Prior Year Unreported HOG Claims	0.00	
Total HOG Offset	-1,500.00	


Save Cancel < Previous Next >

Import

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School Tax

1. **Enter** the appropriate **Gross School Tax Collected**. **Click Next**.



Menu Home » Account: PAT-1045-5499 » 31-Jan-2017 » PT - Provincially Administered Tax Log Off

Attachments Add

1. Return Instructions 2. HOG 3. School Tax

School Tax

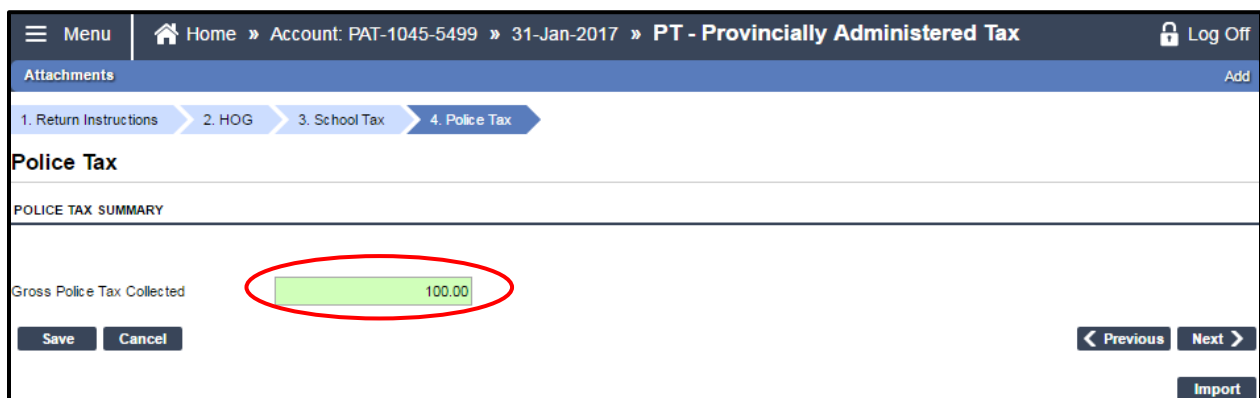
SCHOOL TAX SUMMARY

Gross School Tax Collected	400.00
Total HOG Offset	-4,675.00
Net School Tax Due	-4,275.00

Save Cancel < Previous Next > Import

Police Tax

1. **Enter** the appropriate **Gross Police Tax Collected**. **Click Next**.



Menu Home » Account: PAT-1045-5499 » 31-Jan-2017 » PT - Provincially Administered Tax Log Off

Attachments Add

1. Return Instructions 2. HOG 3. School Tax 4. Police Tax

Police Tax

POLICE TAX SUMMARY

Gross Police Tax Collected	100.00
----------------------------	--------

Save Cancel < Previous Next > Import

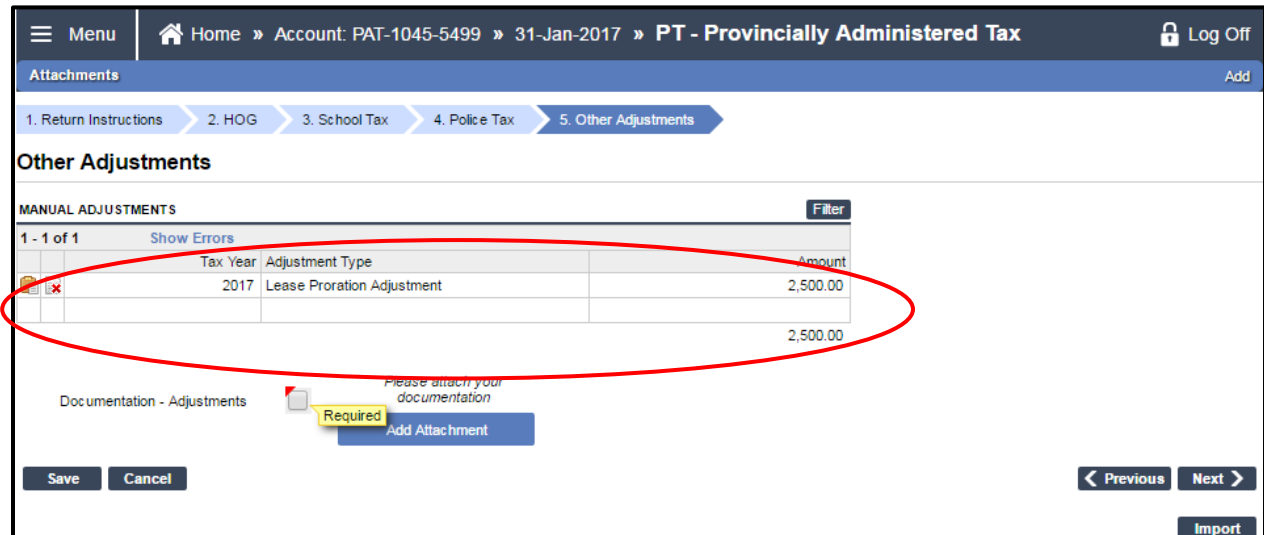
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Other Adjustments

There are three adjustment Types:

- Lease Proration Adjustment
- Overpayment Interests
- Write Off

1. Type in the Tax Year, followed by the adjustment type (in this example we are going to select Lease Proration Adjustment), then the Amount.



Menu Home » Account: PAT-1045-5499 » 31-Jan-2017 » PT - Provincially Administered Tax Log Off


Attachments Add

1. Return Instructions 2. HOG 3. School Tax 4. Police Tax 5. Other Adjustments

Other Adjustments

MANUAL ADJUSTMENTS Filter

1 - 1 of 1 [Show Errors](#)

	Tax Year	Adjustment Type	Amount
	2017	Lease Proration Adjustment	2,500.00
			2,500.00

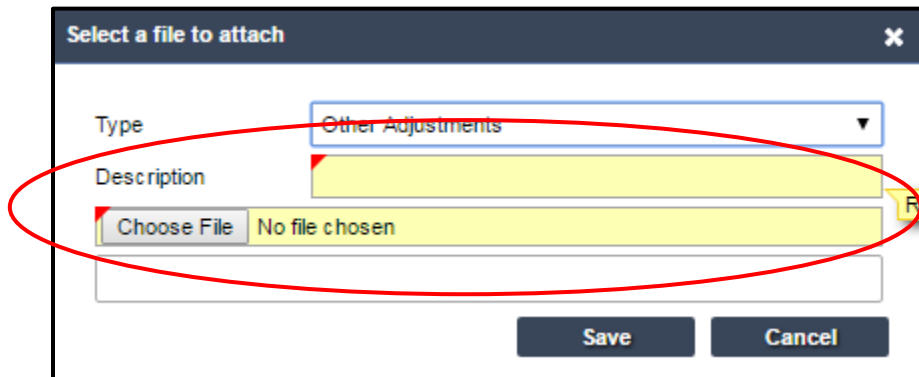
Documentation - Adjustments Required Please attach your documentation

[Add Attachment](#)

[Save](#) [Cancel](#) [Previous](#) [Next](#) [Import](#)

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2. Notice that the Attachments are required now that you have added amounts in. **Click** on the **Add Attachment, type** in a **description**, and **click** on **Choose File** to navigate to your file. **Click Save. Click Next.**



Select a file to attach

Type: Other Adjustments

Description: [Empty text field]

Choose File No file chosen

Save Cancel

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Grants in Place

1. **Position** within the **Table** and fill out the appropriate fields. Notice when you add an **amount** in the amount **Collected** the reason field will then turn red and ask for a reason as to why there is a discrepancy. You will not be able to proceed until it is **corrected** or **chose a reason**.

Menu
Home » Account: PAT-1045-5499 » 31-Jan-2017 » PT - Provincially Administered Tax
Log Off

Attachments Add

Claim File - 5 Records.txt
File

1. Return Instructions
2. HOG
3. School Tax
4. Police Tax
5. Other Adjustments
6. Grants in Place

Grants in Place

GRANTS IN PLACE COLLECTED

Total Grants in Place Collected for The Month 1,000.00

GIP PAYMENT DETAILS Filter

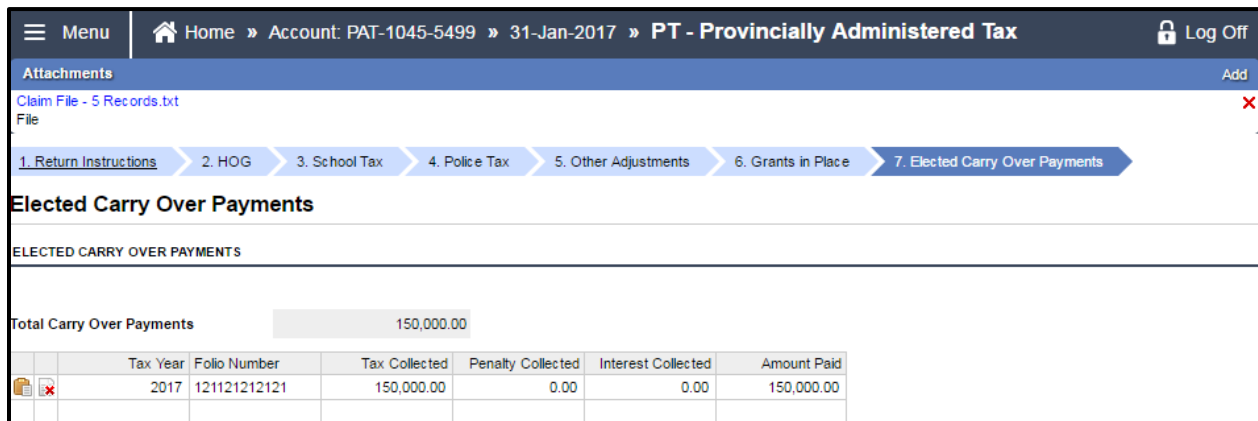
Tax Year	Folio Number	Estimated School Tax	Collected School Tax	School Tax Not Collected	Estimated Police Tax	Collected Police Tax	Police Tax Not Collected	Reason for Discrepancy	Comment
2017	12122312121121	1,500.00	1,000.00	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	↓	
				<input type="checkbox"/>					
		1,500.00	1,000.00		0.00	0.00			

Please select a reason code for discrepancy

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Elected Carry Over Payments

1. **Position** within the Table and fill out the appropriate fields. **Click Next.**



Menu Home » Account: PAT-1045-5499 » 31-Jan-2017 » PT - Provincially Administered Tax Log Off

Attachments Add
Claim File - 5 Records.txt
File

1. Return Instructions 2. HOG 3. School Tax 4. Police Tax 5. Other Adjustments 6. Grants in Place 7. Elected Carry Over Payments

Elected Carry Over Payments

ELECTED CARRY OVER PAYMENTS

Total Carry Over Payments 150,000.00

	Tax Year	Folio Number	Tax Collected	Penalty Collected	Interest Collected	Amount Paid
	2017	121121212121	150,000.00	0.00	0.00	150,000.00

Summary

The **Summary** window is for your review before you submit your return. The **Summary** Section details out **Business Name, Account, Period** and **Due Date**.



Menu Home » Account: PAT-1045-5499 » 31-Jan-2017 » PT - Provincially Administered Tax Log Off

Attachments Add
Claim File - 5 Records.txt
File

1. Return Instructions 2. HOG 3. School Tax 4. Police Tax 5. Other Adjustments 6. Grants in Place 7. Elected Carry Over Payments 8. Summary

Summary

Business Name: [redacted]
Account Number: PAT-1045-5499
Filing Period: 01-Jan-2017 to 31-Jan-2017
Due Date: 07-Feb-2017



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Monthly Return Information and Account Balance Summary

The monthly return Information lists out the Jurisdiction, and the To and From dates. The Account Balance Summary details out the Balance Forward, Levy Balance Owning and GIP unpaid.

MONTHLY RETURN INFORMATION			
Jurisdiction	213	From:	01-Jan-2017 To: 31-Jan-2017
ACCOUNT BALANCE SUMMARY			
Balance Forward ECO (Prior Years)	0.00		
Levy Balance Owning	0.00	GIP Balance Unpaid	0.00

Current Monthly Payment Summary

This section details out all of the information that you have entered.

CURRENT MONTH PAYMENT SUMMARY			
Gross School Tax Collected	400.00		View Statement
Total HOG Offset	-4,675.00		View NODs
Net School Tax Due	-4,275.00		
Gross Police Tax Collected	100.00		
Other Adjustments Total	2,500.00		
Total Carry Over Payments	150,000.00		
Total Grants in Place Collected	1,000.00		
NODs Due	0.00	Override NOD	<input type="checkbox"/>
Interest Due	0.00		
Total Monthly Payment Due	149,325.00	Request Refund	<input type="checkbox"/>
Levy Closing Balance	-1,175.00		

Certification

This is where you certify that:

The above details are certified to be correct, and to the best knowledge and belief of the undersigned, in accordance with the requirements of Part 8 (Division 4) of





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the School Act and regulations made there under, and section 12 of the Home Owner Grant Act. **Once certified click Submit.**

CERTIFICATION

The above details are certified to be correct, and to the best knowledge and belief of the undersigned, in accordance with the requirements of Part 8 (Division 4) of the School Act and regulations made thereunder, and section 12 of the Home Owner Grant Act.

Monthly Return Certified

Name

Position

Date

Confirmation

The confirmation window is where you will receive a confirmation number, where you can print your return, and make a payment. There will also be a request in a pending state until process on your eTaxBC profile.

Menu Home » Account: PAT-1045-5499 » 31-Jan-2017 » PT - Provincially Administered Tax » Confirmation Log Off

CONFIRMATION

Confirmation

Your PT - Provincially Administered Tax has been submitted and your confirmation number is 1-307-316-224. You can review or change this request until it is processed. We estimate that this request will be processed at the end of the next business day.

Request Information

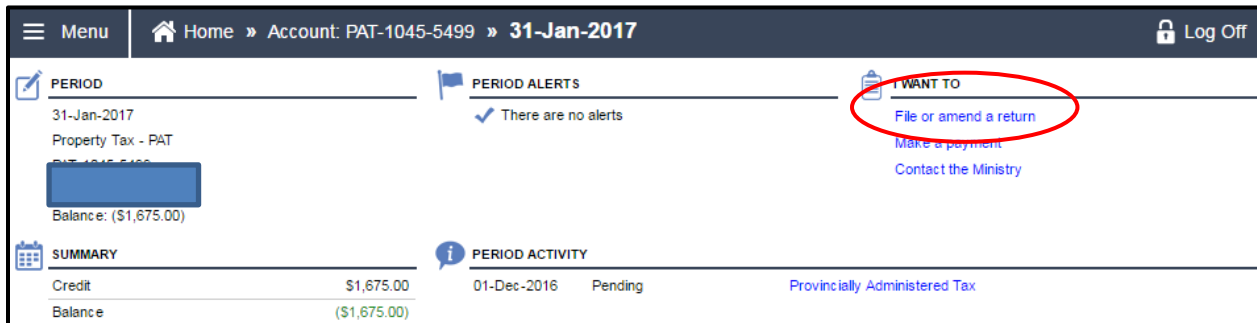
Status	Pending
Confirmation Number	1-307-316-224
Logon	
Name	
Property Tax - PAT	PAT-1045-5499
Period	31-Jan-2017
Submitted Date	01-Dec-2016 16:51:15
Total Payment Due	-1,675.00
Filing Period	31-Jan-2017



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To Amend a Return

1. To amend a return, log into your eTaxBC profile and position on the appropriate period. Follow steps in the section Getting there to maneuver to the Period level.
2. In the **I Want To section**, you will see a selection of **File or amend a return**. Click on this **hyperlink**.



The screenshot shows the eTaxBC user interface. At the top, there is a navigation bar with 'Menu', 'Home', 'Account: PAT-1045-5499', and '31-Jan-2017'. Below this, there are three main sections: 'PERIOD', 'PERIOD ALERTS', and 'I WANT TO'. The 'I WANT TO' section is circled in red and contains three links: 'File or amend a return', 'Make a payment', and 'Contact the Ministry'. The 'PERIOD' section shows details for '31-Jan-2017' with a balance of (\$1,675.00). The 'PERIOD ALERTS' section shows 'There are no alerts'. The 'SUMMARY' section shows a credit of \$1,675.00 and a balance of (\$1,675.00). The 'PERIOD ACTIVITY' section shows a pending activity for '01-Dec-2016' related to 'Provincially Administered Tax'.

3. Click **Edit**.



Notice this is also where you can Withdraw the Return.

4. Now you will be back in the Wizard details above in this tutorial, move to the window that you want to amend then follow the steps listed above.

If you have any question please contact the Surveyor of Taxes office in Victoria at 250 387-0555 or toll free 1 888 355-2700.