



Ministry of
Finance

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Retro Home Owner Grant eTaxBC Tutorial



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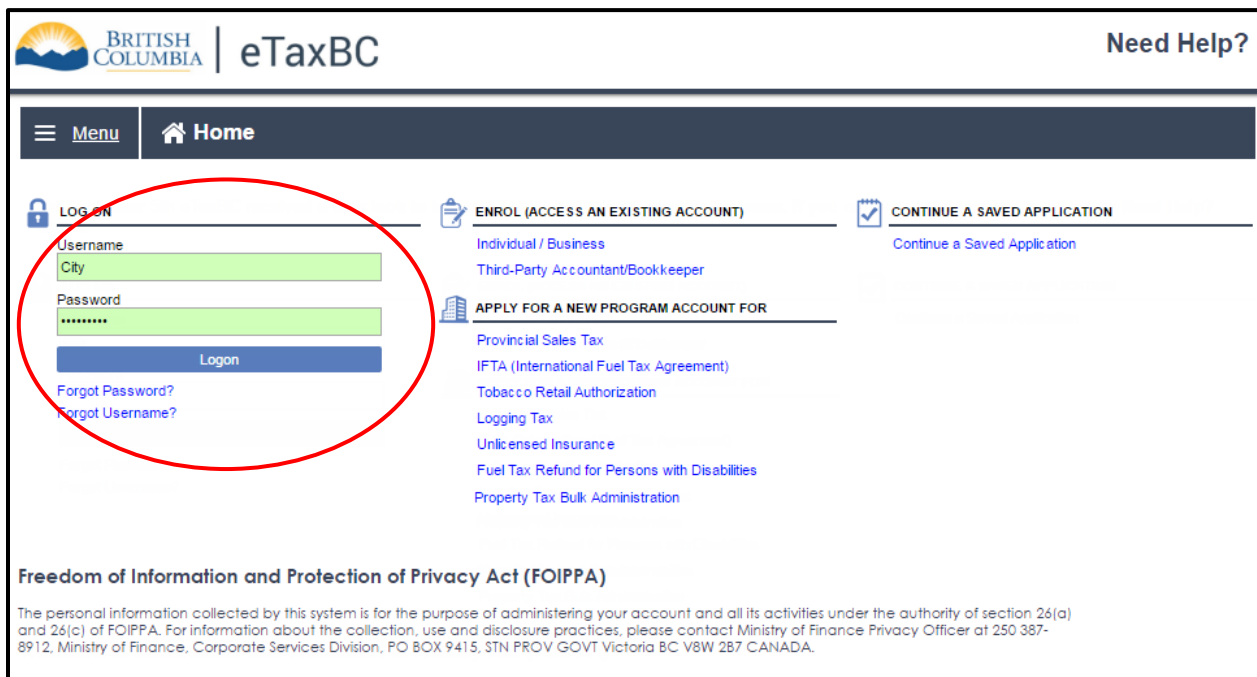
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Introduction

In this tutorial you will learn how to enter a Retro Home Owner Grant Claim.

Getting There

1. From the **eTaxBC** log on screen, log onto your eTaxBC profile.



BRITISH COLUMBIA | eTaxBC Need Help?

Menu Home

LOG ON

Username
City
Password
Logon

[Forgot Password?](#)
[Forgot Username?](#)

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

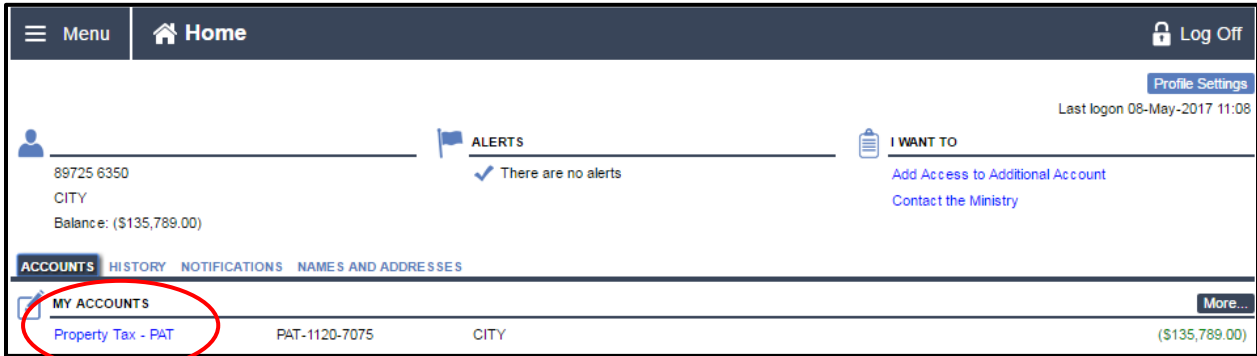
[Provincial Sales Tax](#)
[IFTA \(International Fuel Tax Agreement\)](#)
[Tobacco Retail Authorization](#)
[Logging Tax](#)
[Unlicensed Insurance](#)
[Fuel Tax Refund for Persons with Disabilities](#)
[Property Tax Bulk Administration](#)

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- To complete a Retro Home Owner Grant Claim, select the **Property Tax PAT** account hyperlink under the Accounts Tab within the Home window.



Menu Home Log Off Profile Settings
Last logon 08-May-2017 11:08

89725 6350
CITY
Balance: (\$135,789.00)

ALERTS
✓ There are no alerts

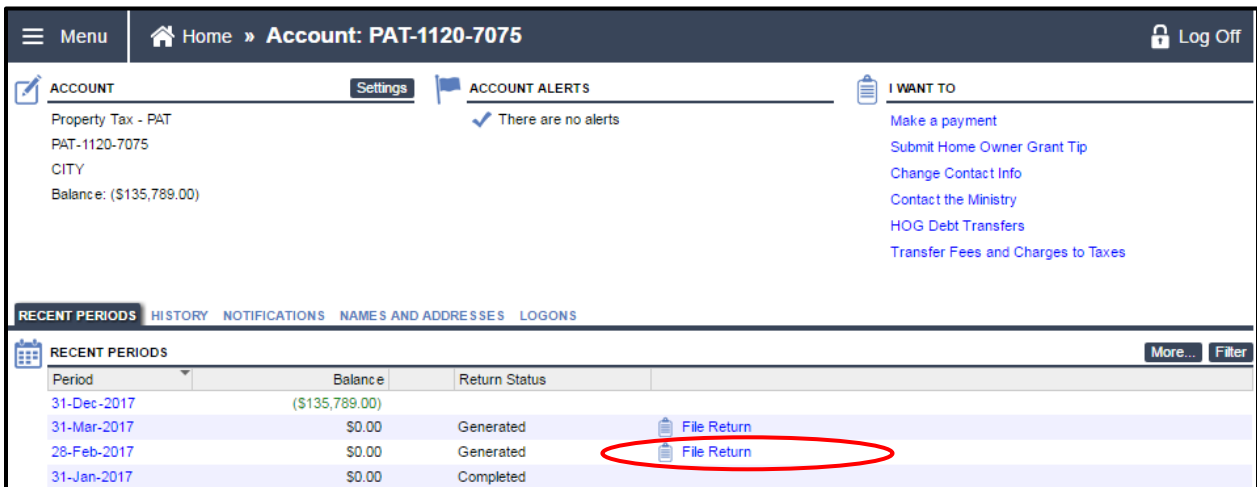
I WANT TO
Add Access to Additional Account
Contact the Ministry

ACCOUNTS HISTORY NOTIFICATIONS NAMES AND ADDRESSES

MY ACCOUNTS More...

Property Tax - PAT	PAT-1120-7075	CITY	(\$135,789.00)
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- Once **positioned** on the **Account** level, **click** on the **File Return** hyperlink.



Menu Home » Account: PAT-1120-7075 Log Off

ACCOUNT Settings ACCOUNT ALERTS I WANT TO
Property Tax - PAT
PAT-1120-7075
CITY
Balance: (\$135,789.00)

✓ There are no alerts

Make a payment
Submit Home Owner Grant Tip
Change Contact Info
Contact the Ministry
HOG Debt Transfers
Transfer Fees and Charges to Taxes

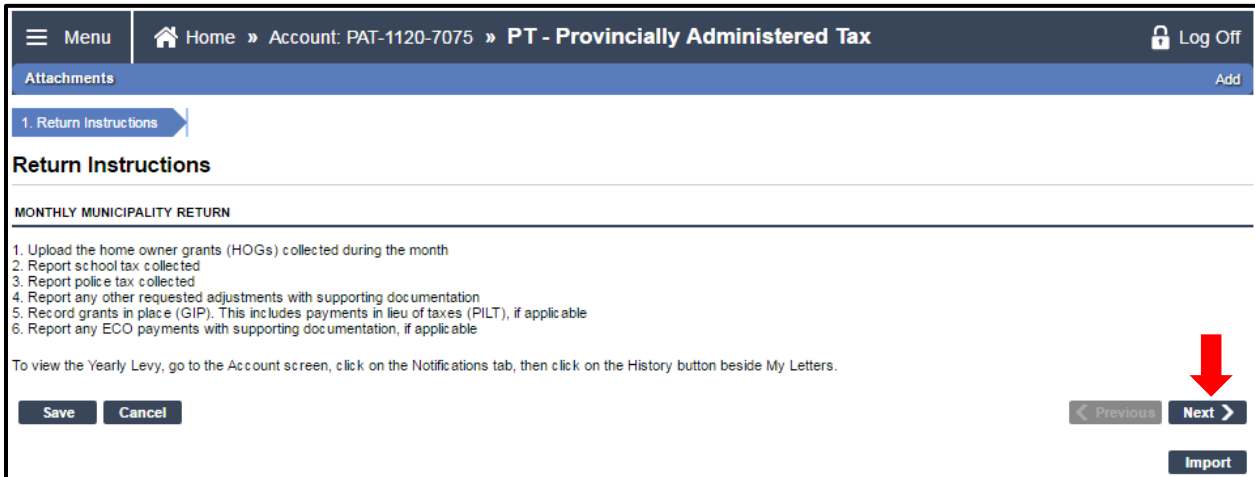
RECENT PERIODS HISTORY NOTIFICATIONS NAMES AND ADDRESSES LOGONS

RECENT PERIODS More... Filter

Period	Balance	Return Status	
31-Dec-2017	(\$135,789.00)		
31-Mar-2017	\$0.00	Generated	File Return
28-Feb-2017	\$0.00	Generated	File Return
31-Jan-2017	\$0.00	Completed	

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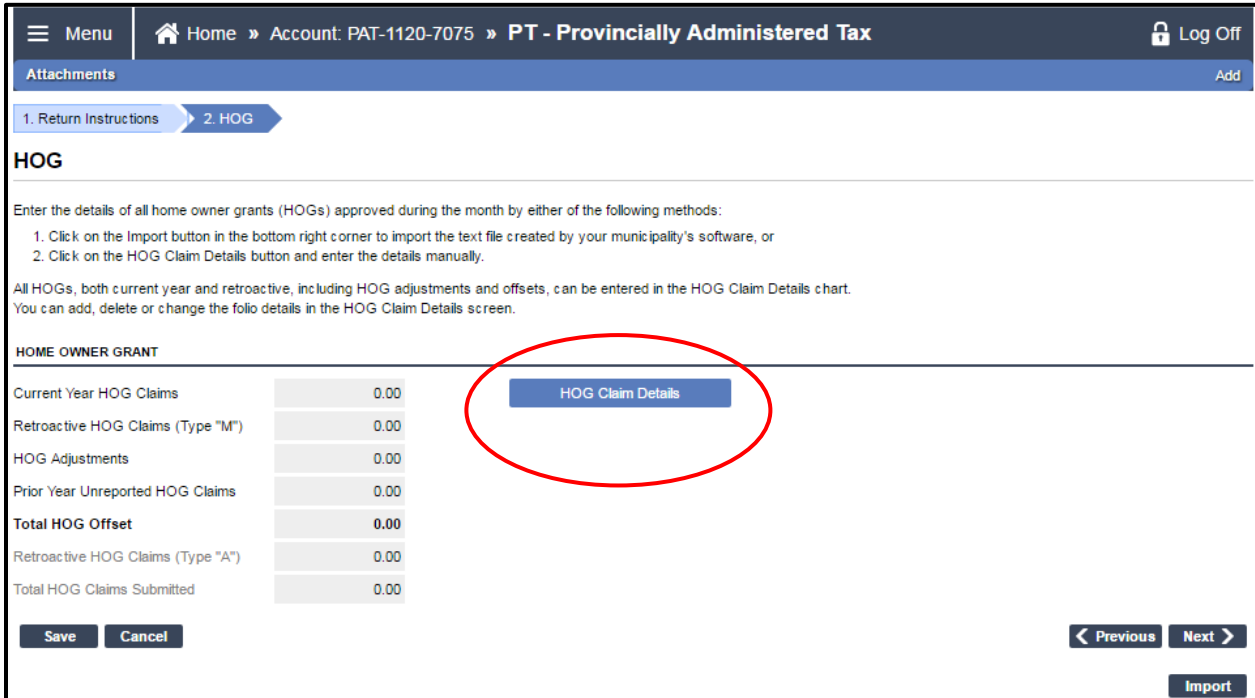
- Once the return hyperlink is selected, you are automatically positioned within the **PAT Return** and positioned on the **Return Instructions Page**. Select the **Next** Button to move through the return.



The screenshot shows a web application interface for the PAT Return. The breadcrumb trail is: Home » Account: PAT-1120-7075 » PT - Provincially Administered Tax. The page title is "Return Instructions" under the heading "MONTHLY MUNICIPALITY RETURN". The instructions list six steps: 1. Upload the home owner grants (HOGs) collected during the month; 2. Report school tax collected; 3. Report police tax collected; 4. Report any other requested adjustments with supporting documentation; 5. Record grants in place (GIP). This includes payments in lieu of taxes (PILT), if applicable; 6. Report any ECO payments with supporting documentation, if applicable. Below the instructions, there is a note: "To view the Yearly Levy, go to the Account screen, click on the Notifications tab, then click on the History button beside My Letters." At the bottom, there are buttons for "Save", "Cancel", "Previous", "Next", and "Import". A red arrow points to the "Next" button.

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6. To enter a **Retro Home Owner Grant Claim** select the **HOG Claim Details** selector button.



The screenshot shows the TACS interface for entering Home Owner Grant (HOG) claims. The breadcrumb trail is: Home » Account: PAT-1120-7075 » PT - Provincially Administered Tax. The current step is '2. HOG'. The page title is 'HOG'. Instructions state: 'Enter the details of all home owner grants (HOGs) approved during the month by either of the following methods: 1. Click on the Import button in the bottom right corner to import the text file created by your municipality's software, or 2. Click on the HOG Claim Details button and enter the details manually.' A table titled 'HOME OWNER GRANT' shows the following data:

Current Year HOG Claims	0.00
Retroactive HOG Claims (Type "M")	0.00
HOG Adjustments	0.00
Prior Year Unreported HOG Claims	0.00
Total HOG Offset	0.00
Retroactive HOG Claims (Type "A")	0.00
Total HOG Claims Submitted	0.00

At the bottom of the table, there are 'Save' and 'Cancel' buttons. To the right of the table, there is a 'HOG Claim Details' button circled in red. Further right are 'Previous' and 'Next' navigation buttons, and an 'Import' button in the bottom right corner.



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7. A HOG Claim Table will be exposed; within this table you must complete all the required fields. You will notice that there are 8 different grant types that can be entered within the Grant Field.

HOG Claim Table 1

Enter HOG details in the table below.
Yellow and red fields are required.
You can filter the list by clicking on the Filter button located above the table on the far right side.
Click on any column header to sort the list by that column.

The Grant Type can be:
 - R = Regular/Basic grant
 - S = Senior over 65 years
 - E = Employment and Assistance for Persons With Disabilities Act
 - P = Person with disabilities
 - V = Veteran
 - D = Deceased owner
 - A = None of the above
 - M = Multiple dwelling grant

The Retro Claim Type entered depends on who receives the refund: Applicant (A) or Municipality (M).

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	Retro Claim	Retro Claim Type (A/M)	Applicant Surname	Applicant First Name	Applicant Initial	Mailing Address Line 1	Address Line 2	City	Province	Pos
2016		0.00		0.00													

OK Cancel

When the Retro Claim Is checked off you must enter either Applicant (A) or Municipality (M).

HOG Claim Table 1

Enter HOG details in the table below.
Yellow and red fields are required.
You can filter the list by clicking on the Filter button located above the table on the far right side.
Click on any column header to sort the list by that column.

The Grant Type can be:
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The Retro Claim Type entered depends on who receives the refund: Applicant (A) or Municipality (M).

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	Retro Claim	Retro Claim Type (A/M)	Applicant Surname	Applicant First Name	Applicant Initial	Mailing Address Line 1	Address Line 2	City	Province	Pos
2016	123456789000	111,111.00	R	570.00		01-Nov-2016		<input checked="" type="checkbox"/>	A	FIRST	LAST	M	1802 DOUGLAS ST		VICTORIA	BC	V8T

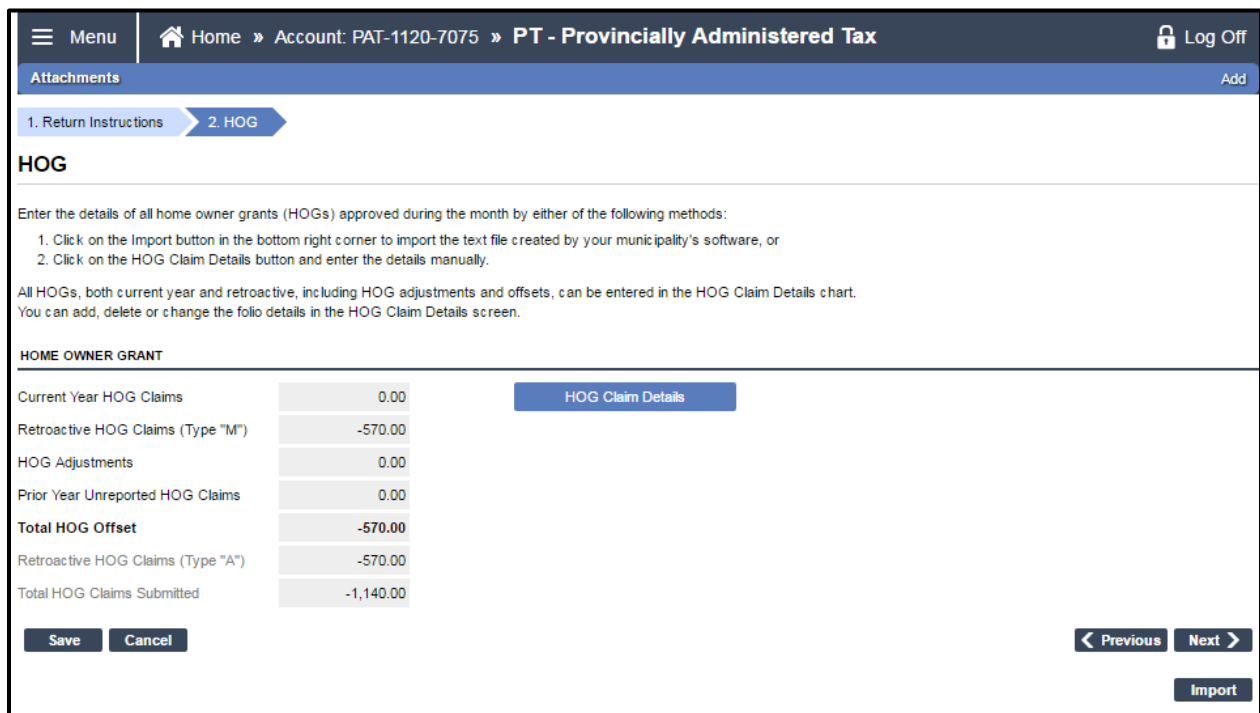
OK Cancel



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Once you have completed entering the HOG Claim Details within the HOG Claim Table 1 modal window, select the OK button and you will be positioned back within the Return Part 2 HOG.

When selecting a Retroactive HOG type M or A the fields will automatically be completed as shown below.



Menu Home » Account: PAT-1120-7075 » PT - Provincially Administered Tax Log Off

Attachments Add

1. Return Instructions 2. HOG

HOG

Enter the details of all home owner grants (HOGs) approved during the month by either of the following methods:

1. Click on the Import button in the bottom right corner to import the text file created by your municipality's software, or
2. Click on the HOG Claim Details button and enter the details manually.

All HOGs, both current year and retroactive, including HOG adjustments and offsets, can be entered in the HOG Claim Details chart. You can add, delete or change the folio details in the HOG Claim Details screen.

HOME OWNER GRANT

Current Year HOG Claims	0.00	HOG Claim Details
Retroactive HOG Claims (Type "M")	-570.00	
HOG Adjustments	0.00	
Prior Year Unreported HOG Claims	0.00	
Total HOG Offset	-570.00	
Retroactive HOG Claims (Type "A")	-570.00	
Total HOG Claims Submitted	-1,140.00	

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

Select the **Next** button to continue with the PAT return.



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Contact

If you have any question please contact the Home Owner Grant Administration office in Victoria at 250 387-0555 or toll free 1 888 355-2700.