

Ministry of Finance

Oil & Gas Transition Notice



ISSUED: August 2018

Notice 006

gov.bc.ca/oilandnaturalgastaxes

Payments

Petroleum and Natural Gas Act

How you make payments for oil and gas royalties, taxes, fees and levies is changing with the introduction of Petrinex and our new invoicing and payment system.

This notice explains new payment due dates and an updated payment process, including new account numbers and updated payment methods. It also explains how infrastructure credits will be applied to your invoice.

Payment Due Dates

Effective November 1, 2018, both oil and gas royalty payers must pay their royalty or tax invoice on or before the last day of the month, two months following the production month. This change will first impact your payment for the October 2018 oil and gas production month reporting period. For more information on reporting requirement changes, see [Oil & Gas Transition Notice 001](#), *Reporting, Invoicing and Payment Due Dates*.

New Payment Process

A Crown invoice and Statement of Account (if applicable) will be issued on the 23rd day of the calendar month, two months following the production month. You will be able to view these in both Petrinex and our new online service called eTaxBC.

Effective November 1, 2018, you will no longer need to submit a completed *BC-15, Petroleum and Natural Gas Remittance Advice* when you make your payment. New and updated payment methods will be available, including making online payments using eTaxBC (see Payment Methods below). You will need to reference your new account number (see New Account Numbers below) when you make a payment.

How your payment is applied

When you make a payment on an account, our new system will automatically apply your payment to the oldest debt on that account. You have to contact us if you wish to apply the payment to a different debt.

Specific rules also apply to the order of payment on Oil and Gas Commission (OGC) levies and fees. Payment is applied to the levy first, and then to the Orphan Restoration Site Tax balance. More information about OGC invoices and payments is provided in [Oil & Gas Transition Notice 002](#), *Oil & Gas Commission Invoice and Payment*.

New Account Numbers

As part of our system upgrade, Royalty Taxpayers (RTP) and Reporting Facilities (RF) will be assigned new account number(s). Account numbers are assigned at the corporate entity level. You may be assigned multiple accounts, depending on your operations. Account types you may be assigned include:

- OGR (Oil and Gas Royalty account)
- OGC (Oil and Gas Commission Levy/ Orphan Site Reclamation Fund Tax (OSRT) account)
- OGD (Deemed Royalty account)

Account numbers begin with the 3 digit account type acronym (e.g. OGR), followed by an 8 digit number. This account number(s) will be used in all future correspondence with you.

Royalty Taxpayers (RTP)

We will mail you a letter on November 13, 2018 that will include the following:

- An OGR (royalty) account number and an enrolment code you can use to enrol for eTaxBC access
- Step-by-step instructions on how to enrol for eTaxBC
- An OGC account number for OGC levy and OSRT (you can add this account to your eTaxBC account once you have set up access for your OGR account)

Note: While other payment options are available (see Payment Methods below), we recommend you still enrol for eTaxBC access to obtain other benefits and services.

Reporting Facility (RF)

New Reporting Facility Definition effective November 1, 2018

When regulations change on November 1, 2018, there are a number of entities that are not currently reporting facilities that will meet the definition of a reporting facility. More information about what meets the definition of a reporting facility will be provided in a new Reporting notice that will be posted on our [website](#) as soon as it is available.

Reporting Facility (RF) only

Most operators of reporting facilities are also royalty taxpayers. However, if you are a reporting facility only, and you have an outstanding penalty balance (that was issued under the currently penalty framework) on November 13, 2018, you will be automatically registered with an OGD account on which penalties and deemed royalties are billed.

If you do not have an outstanding penalty balance, you will be automatically registered with an OGD account if you become liable for a non-compliance penalty or deemed royalty.

Further information about new penalty rules and deemed royalty assessments is provided in [Oil & Gas Transition Notice 003](#), *Penalties and Reporting Errors* and [Oil & Gas Transition Notice 004](#), *Deemed Royalty*.

If you are assigned an OGD account, we will mail you a letter with your OGD account number and eTaxBC enrolment information before we issue you an invoice.

Note: While other payment options are available (see Payment Methods below), we recommend you still enrol for eTaxBC access to obtain other benefits and services.

More information about how accounts are assigned will be provided in a new Electronic Invoice Format notice that will be posted to our [website](#) as soon as it is available.

Payment Methods

Effective November 1, 2018, revised payment options will be available. You can make a payment online using eTaxBC, through your financial institution bill payment and electronic fund transfer services, by wire transfer, or by mail. The rule around how we determine the effective date for each payment type is described below.

Note: CIBC at Banker's Hall in Calgary will no longer accept in-person payments for royalty or Oil and Gas Commission payments after 3:00 pm on October 22, 2018.

Online using eTaxBC

Starting November 13, 2018, RTP and relevant RFs will have access to our online system called eTaxBC. eTaxBC allows you to access and update your account, correspond with ministry staff, and pay your royalty and taxes. You will also be able to review your current and historical Crown invoices and see your eTaxBC payment history.

You will also be able to access your account information and pay your Oil and Gas Commission Levy and Orphan Site Reclamation Fund Tax through eTaxBC.

eTaxBC includes online assistance as well as help through telephone and email. Questions related to general eTaxBC questions will be responded to by eTaxBC experts, while royalty program questions, as well as Oil & Gas Commission levy and orphan site reclamation fund questions, will be addressed by your royalty analyst.

Learn more about [eTaxBC online services](#).

How to Enrol for Access to eTaxBC

When you are assigned a new account number (see above), we will mail you a letter with step by step instructions on how to enrol for eTaxBC access. Once you enrol for access to one Oil and Gas account, you will be able to add access to all of your Oil and Gas accounts.

Existing eTaxBC Logons

If you already have access to eTaxBC through another provincial tax, such as a Provincial Sales Tax (PST) account, you will be able to add your Oil and Gas accounts to your existing logon. To do this, you need your new account number(s) and the Letter ID or enrolment code that will be sent to you on November 13, 2018.

Pay through eTaxBC

Before you can make a payment using eTaxBC, you need to add your Canadian Financial Institution account information as a payment channel to your eTaxBC account. More information about making payments in eTaxBC is available in our [eTaxBC online help guide](#).

Payment Effective Date

When you make a payment in eTaxBC, your payment will be effective on the date you enter as the Payment Date. For example, if you submit a payment on the due date before midnight Pacific Standard Time, your payment will be considered on time, even though we may not process it until the next day.

Financial Institution Bill Payment or Electronic Funds Transfer Services

You can pay your royalty, tax, levy, orphan site and deemed royalty electronically through your bank or financial institution using bill payment service or electronic funds transfer.

Bill Payment Service

Most banks and financial institutions offer bill payment services for their clients. To pay your royalties using a bill payment service you need to add the Province of BC as a payee for each account to your bank account. To add a new payee to your bank account you need to know our payee name and your account number.

Payee name

You will find us listed with your financial institution as: **BC - STMT OF ACCT**

Note: Some banks and financial institutions may use a variation of the payee name above. If you can't find us, call your bank for assistance.

Account number

Find your account numbers (e.g. OGR-XXXX-XXXX) listed on your statement of account.

You can also find your account number by logging on to your eTaxBC account.

Electronic Funds Transfer (EFT)

To make an electronic funds transfer you must:

1. Provide your bank with our account information
2. Validate your payment by sending us your payment details

Account Information

For **Oil and Gas Royalty accounts**, provide your bank with the following account information.

| | |
|--|--|
| Account Name: | Province of British Columbia |
| Bank Name & Branch Address: | Canadian Imperial Bank of Commerce 309 - 8 th Avenue Southwest Calgary AB T2P 2P2 |
| Bank Number: | 0010 |
| Bank Transit: | 00009 |
| Bank Account Number: | 09-77217 |

For **Oil and Gas Commission Fees and Levies**, provide your bank with the following account information:

| | |
|-------------------------------|------------------------------|
| Account Name: | Province of British Columbia |
| Bank Name & Branch | Canadian Imperial Bank of |

| | |
|-----------------------------|--|
| Address: | Commerce 1175 Douglas Street Victoria BC V8W 2E1 |
| Bank Number: | 0010 |
| Bank Transit: | 00090 |
| Bank Account Number: | 09-84515 |

Validate Your Payment (EFT)

To avoid processing delays and ensure the proper application of your payment, you must send either an email or a fax with the following details:

- Date payment was made
- Amount of payment
- Account number

You can send the payment details through:

- Fax at 250 405-4415, or
- Email at RSBCClientCare@gov.bc.ca

If you do not validate your payment, we cannot match your payment to your account. This may result in interest being charged.

Payment Effective Date (Bill Payment and EFT)

When you make a payment through bill payment or EFT, your payment will be effective the date recorded as received by the financial institution.

Note: Many financial institutions require payments to be submitted by a certain time for the payment to be accepted as received for that day. Interest may apply to late payments.

Wire Transfers (must be in Canadian dollars)

You need the following information to transfer funds to an **Oil and Gas Royalty** account:

| | |
|--------------------------|------------------------------|
| Beneficiary Name: | Province of British Columbia |
| Address: | 2 – 1810 Blanshard Street |

| | |
|---------------------------------------|--|
| | Victoria BC V8T 4J1 |
| Bank Name: | Canadian Imperial Bank of Commerce |
| Address: | 309 - 8 th Avenue Southwest Calgary AB T2P 2P2 |
| Beneficiary Account No.: | 09-77217 |
| Bank Number: | 0010 |
| Transit Number: | 00009 |
| Bank Code: | 001000009 |
| Swift: | CIBCCATT |
| Description or Reference Field | Account number* |

* Find your OGR account number (e.g. OGR-XXXX-XXXX) or OGD account number (e.g. OGD-XXXX-XXXX) listed on your invoice or registration documents.

You need the following information to transfer funds to an **Oil and Gas Commission Fees and Levy** account:

| | |
|--------------------------|--|
| Beneficiary Name: | Province of British Columbia |
| Address: | 2 – 1810 Blanshard Street Victoria BC V8T 4J1 |
| Bank Name: | Canadian Imperial Bank of Commerce |
| Address: | 1175 Douglas Street |

| | |
|---------------------------------------|---------------------|
| | Victoria BC V8W 2E1 |
| Beneficiary Account No.: | 09-84515 |
| Bank Number: | 0010 |
| Transit Number: | 00090 |
| Bank Code: | 001000090 |
| Swift: | CIBCCATT |
| Description or Reference Field | Account number* |

* Find your OGC account number (e.g. OGC-XXXX-XXXX) listed on your invoice or registration documents.

Validate Your Payment (Wire Transfer)

To avoid processing delays and ensure the proper application of your payment, you must also send either an email or a fax with the following details:

- Date payment was made
- Amount of payment
- Account number

You can send the payment details through:

- Fax at 250 405-4415, or
- Email at RSBCClientCare@gov.bc.ca

If you do not validate your payment, we cannot match your payment to your account. This may result in late payment penalties and interest may be charged.

Payment Effective Date

When you make a wire transfer payment, your payment will be effective the date recorded as received in the province's account.

By Mail

You may pay by cheque or money order by mailing payment to the following address. You may not pay by cash.

Mailing Address:
Mineral, Oil and Gas Revenue Branch
Ministry of Finance
PO BOX 9328 STN PROV GOV'T
VICTORIA BC V8W 9N3

Your cheque or money order must be in Canadian dollars and made payable to the Minister of Finance.

Make sure you include the Account Remittance Advice payment voucher (attached to the Statement of Account) with your payment so we can identify your account(s) when your payment(s) is being processed.

Payment Effective Date

When you mail your payment, the effective date is the date it is received in our office. To be considered on-time, full payment must be received in our office and date stamped on or before 4:30 pm (Pacific Standard Time) on the due date. Interest is charged on late payments. If you mail your payment, make sure you leave enough time for it to be received in our office by the due date. Postmark and meter mark dates are not accepted as date of payment.

Infrastructure Credits

If your company qualifies for the [Infrastructure Royalty Credit Program](#), you may receive a credit to offset the cost of exploration and production in under-developed areas of B.C. Currently, qualifying companies can claim the credit by completing a *BC-15, Petroleum and Natural Gas Remittance Advice*. However, with the implementation of Petrinex, these credits will be applied automatically against any royalty or freehold production tax invoiced. If you are a qualifying company, be sure to pay the full amount of any invoice, as any infrastructure royalty credit will already have been applied.

If you do not want your infrastructure credits applied to your invoice for a particular month, you must contact your royalty analyst before the payment due date.

You can calculate the amount of infrastructure credits applied against your royalty using the detailed information provided in the OGR Crown invoice CSV file located on Petrinex.

More information about how infrastructure credits will be applied against your invoice will be available in a new Invoice notice and Interest notice that will be posted to our [website](#) as soon as they are available.

Further Information

Online: gov.bc.ca/oilandnaturalgastaxes

Toll free: 1 800 667-1182 or 250 952-0192

Email: Oil&GasRoyaltyQuestions@gov.bc.ca

Subscribe to our [What's New](#) page to receive email updates when information changes.

The information in this notice is for your convenience and guidance and is not a replacement for the legislation. Certain information in this notice is set by regulation that is pending.