



Ministry of
Finance

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Home Owner Grant Tip and NOD Debt Transfers eTaxBC Tutorial

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1 | Page





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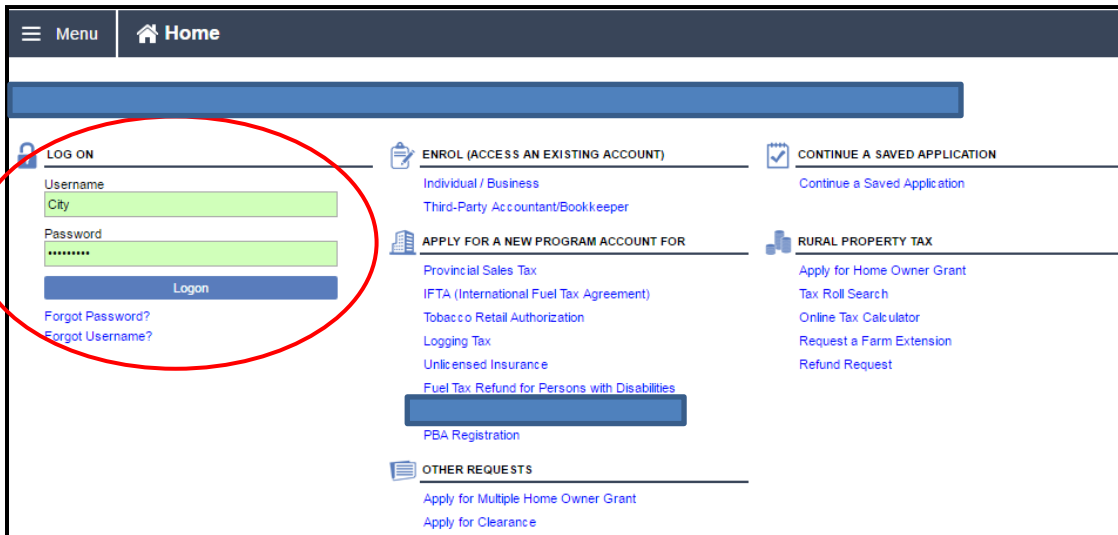
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Introduction

In this tutorial you will learn how to create a HOG Tip.

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 highlighted with a red circle. It contains the following elements:

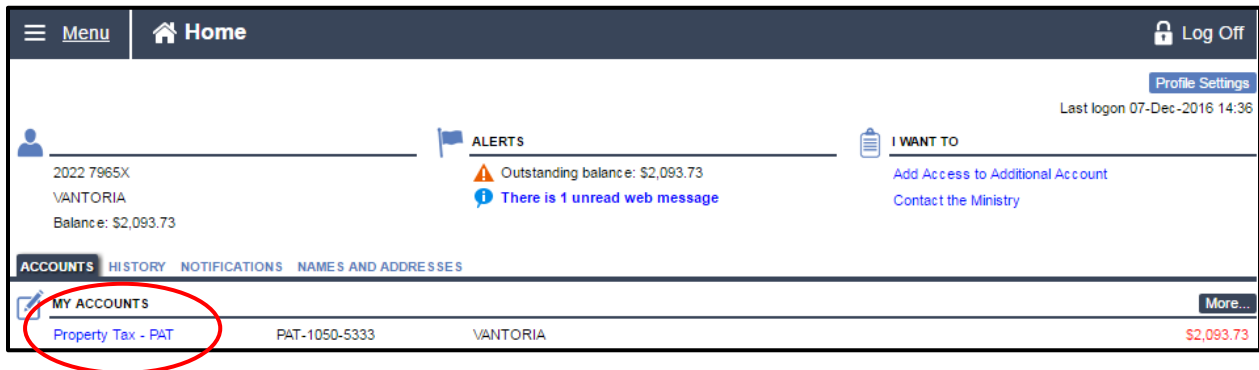
- LOG ON** header
- Username input field
- City input field
- Password input field (masked with dots)
- Logon button
- Forgot Password? link
- Forgot Username? link

Other sections visible on the page include:

- ENROL (ACCESS AN EXISTING ACCOUNT)** with options: Individual / Business, Third-Party Accountant/Bookkeeper
- CONTINUE A SAVED APPLICATION** with link: Continue a Saved Application
- APPLY FOR A NEW PROGRAM ACCOUNT FOR** with options: 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** with options: Apply for Home Owner Grant, Tax Roll Search, Online Tax Calculator, Request a Farm Extension, Refund Request
- OTHER REQUESTS** with options: Apply for Multiple Home Owner Grant, Apply for Clearance

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To **Create** a **HOG tip** after you have **logged** on to your **account**. This is found in the **I Want To** section at the **Account** level labelled **Submit Home Owner Grant Tip**.



Menu Home Log Off

Profile Settings
Last logon 07-Dec-2016 14:36

2022 7965X
VANTORIA
Balance: \$2,093.73

ALERTS
Outstanding balance: \$2,093.73
There is 1 unread web message

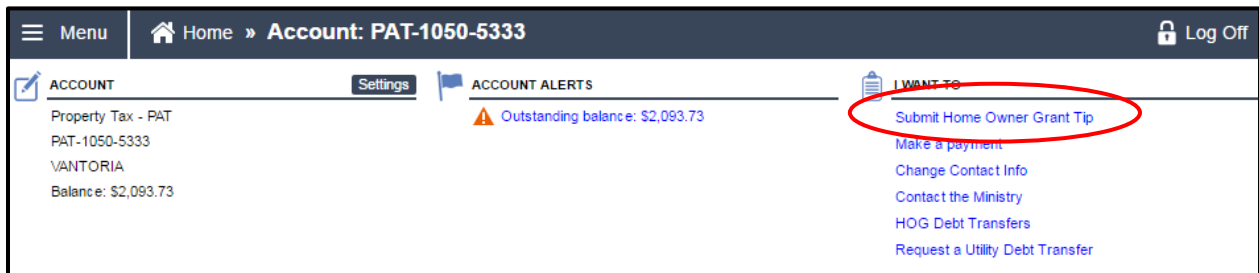
I WANT TO
Add Access to Additional Account
Contact the Ministry

ACCOUNTS HISTORY NOTIFICATIONS NAMES AND ADDRESSES

MY ACCOUNTS More...

Property Tax - PAT	PAT-1050-5333	VANTORIA	\$2,093.73
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1. Once **positioned** on the **Account** level, **click** on the **Submit Home Owner Grant Tip**.



Menu Home » Account: PAT-1050-5333 Log Off

ACCOUNT Settings ACCOUNT ALERTS I WANT TO

Property Tax - PAT
PAT-1050-5333
VANTORIA
Balance: \$2,093.73

Outstanding balance: \$2,093.73

Submit Home Owner Grant Tip
Make a payment
Change Contact Info
Contact the Ministry
HOG Debt Transfers
Request a Utility Debt Transfer



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HOG Tip Sheet

Part A – Property Information

Enter the appropriate property information I.e. the Tax Roll Number, and Civic address.

Menu		Home » Account: PAT-1050-5333 » HOG Tip Sheet		Log Off
Instructions to Municipal and Provincial Collectors				
Use this form where questionable home owner grant claims have been made in both the current and/or prior years.				
Copies of home owner grant applications for the years in question must be attached.				
PART A - PROPERTY INFORMATION				
Tax Roll Number	PID	Jurisdiction		
Civic Address				
Street # and Name	1810 BLANSHARD STREET			
Street 2				
Unity Type	Select	Unit Number		
City	VICTORIA			
Province	BRITISH COLUMBIA	Postal Code	A9A 9A9	
Country	CANADA			





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Part B – Particulars of Claim

Click within the table and enter the Application Year, Date of Claim, First and Last Name, Claim Amount, and the Type of Claim. Also select the Primary and Sub Reasons for Concern, and any additional information you can supply within the comment boxes.

PART B - PARTICULARS OF CLAIM

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

	Year	Date of Claim	First Name	Last Name	Claim Amount	Type
	2016	06-Jan-2016	First	Last	1,200.00	Regular

Voluntarily Disclosed

Primary Reason for Concern

Secondary Reason for Concern

Action Taken by Collector

Prepared By Email Address Telephone Number

Attachment

The attachment is required and you will not be able to submit the tip until you have attached some documentation. After attaching documentation, click Submit.

Please Attach Your Required Documentation

[Add Attachment](#)

Copy of Application(s) *HOG Application must be attached

Other

ATTACHMENTS [Add](#)

Type	Name	Description	Size
Home Owner Grant Application	Standard Training Template.dotx	Test	149 Remove

[Submit](#) [Save and Finish Later](#) [Cancel](#)





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Confirmation

Once the submit button has been selected you will be positioned on the confirmation page. This page will give you a brief description of your request and an estimated time when the request will be processed and a Confirmation Number. If you would like your confirmation printed, select the Print Confirmation button.

Menu Home » Account: PAT-1050-5333 » HOG Tip Sheet » Confirmation Log Off

CONFIRMATION

Confirmation

Your HOG Tip Sheet has been submitted and your confirmation number is 1-496-489-984. 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	1-496-489-984
Logon	test
Name	VANTORIA
Property Tax - PAT	PAT-1050-5333
Submitted Date	07-Dec-2016 14:50:01
	0.00

Ok Print Confirmation

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.





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NOD Debt Transfers

When the audit is complete and if a debt is established the debt might get transferred back to the Municipality, in order to be added to the appropriate tax account. You will receive a Web Message and a balance on eTaxBC.

The screenshot shows the eTaxBC Home page. At the top, there is a navigation bar with 'Menu', 'Home', and 'Log Off'. Below this, the user's profile information is displayed: '2022 7965X VANTORIA' with a balance of '\$2,093.73'. An 'ALERTS' section is highlighted with a red circle, containing two items: 'Outstanding balance: \$2,093.73' and 'There are 2 unread web messages'. To the right, there is an 'I WANT TO' section with links for 'Add Access to Additional Account' and 'Contact the Ministry'. Below the alerts, there are tabs for 'ACCOUNTS', 'HISTORY', 'NOTIFICATIONS', and 'NAMES AND ADDRESSES'. The 'MY ACCOUNTS' section shows a table with one entry: 'Property Tax - PAT' for account 'PAT-1050-5333' in 'VANTORIA' with a balance of '\$2,093.73'.

1. Click on the HOG debt transfers available hyperlink.

The screenshot shows the eTaxBC Notices page. At the top, there is a navigation bar with 'Menu', 'Home » Notices', and 'Log Off'. Below this, there are tabs for 'UNREAD²', 'INBOX', and 'OUTBOX'. A message is displayed with the subject 'HOG debt transfers available'. Below the message, there is a table with columns: 'Posted', 'Subject', 'Account Type', 'Account Id', 'Period', 'Mark As Read', and 'Delete'. The table contains two rows of messages.

Posted	Subject	Account Type	Account Id	Period	Mark As Read	Delete
07-Dec-2016	HOG debt transfers available	Property Tax - PAT	PAT-1050-5333		Mark As Read	Delete
07-Dec-2016	Profile Updated				Mark As Read	Delete





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2. The verbiage of the message is illustrated below.

The screenshot shows an email interface with a dark header. The breadcrumb trail is 'Home » Notices » Message'. The email title is 'HOG DEBT TRANSFER' with 'Reply' and 'Delete' buttons. The email content includes: Account Id: PAT-1050-5333, Account Type: Property Tax - PAT, From: Ministry of Finance, To: test (test), Date: Wednesday, Dec 7, 2016 2:52:17 PM, Subject: HOG debt transfers available. A note at the bottom states: 'Notice of Disentitlement debt has been transferred to your account. Please see the HOG Debt transfer list in eTax for more detailed information.'

HOG Debt Transfers Report

1. **Position** at the **Account** level and the **HOG Debt Transfers** hyperlink is located in the **I Want To** section. **Click the hyperlink.**

The screenshot shows the 'Account: PAT-1050-5333' page. The 'I WANT TO' section contains several links: 'Submit Home Owner Grant Tip', 'Make a payment', 'Change Contact Info', 'Contact the Ministry', 'HOG Debt Transfers' (circled in red), and 'Request a Utility Debt Transfer'. Below this, there is a 'PERIODS' section with a table showing the current period: 28-Feb-2017, with a balance of \$2,093.73 and a 'Make Payment' button.

Period	Balance	Return Status
28-Feb-2017	\$2,093.73	Make Payment



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2. This report will list all of your HOG Transfers, with all the information.

Menu							Home » Account: PAT-1050-5333 » HOG Debt Transfers		Log Off
HOG TRANSFERS									
Folio Number	Jurisdiction	First Name	Last Name	Reason	Claim Amount	Transfer Date			
703 014730.024	703	JAMES	DOUGLAS	Not an eligible occupant of apartment building - not	2,081.69	08-Feb-2017			
					2,081.69			Cancel	

