



Ministry of
Finance

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Ad Valorem Requisition

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1 | Page





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Introduction

In this tutorial you will learn how to submit an Ad Valorem Requisition through eTaxBC.

Getting There

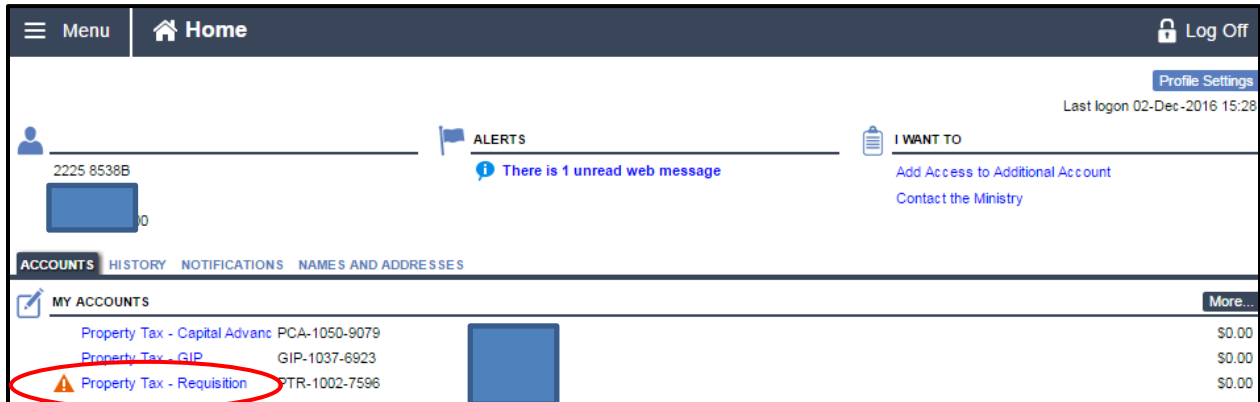
1. **Log into your eTaxBC profile.**

The screenshot shows the eTaxBC home page with a dark header containing a 'Menu' icon and a 'Home' button. Below the header is a blue navigation bar. The main content area is divided into three columns:

- LOG ON:** Includes fields for Username (with 'City' as a placeholder) and Password (with '*****' as a placeholder), a 'Logon' button, and links for 'Forgot Password?' and 'Forgot Username?'.
- ENROL (ACCESS AN EXISTING ACCOUNT):** Includes links for 'Individual / Business' and 'Third-Party Accountant/Bookkeeper'.
- CONTINUE A SAVED APPLICATION:** Includes a link for 'Continue a Saved Application'.
- APPLY FOR A NEW PROGRAM ACCOUNT FOR:** Includes links for 'Provincial Sales Tax', 'IFTA (International Fuel Tax Agreement)', 'Tobacco Retail Authorization', 'Logging Tax', 'Unlicensed Insurance', 'Fuel Tax Refund for Persons with Disabilities', and 'PBA Registration'.
- RURAL PROPERTY TAX:** Includes links for 'Apply for Home Owner Grant', 'Tax Roll Search', 'Online Tax Calculator', 'Request a Farm Extension', and 'Refund Request'.
- OTHER REQUESTS:** Includes links for 'Apply for Multiple Home Owner Grant' and 'Apply for Clearance'.

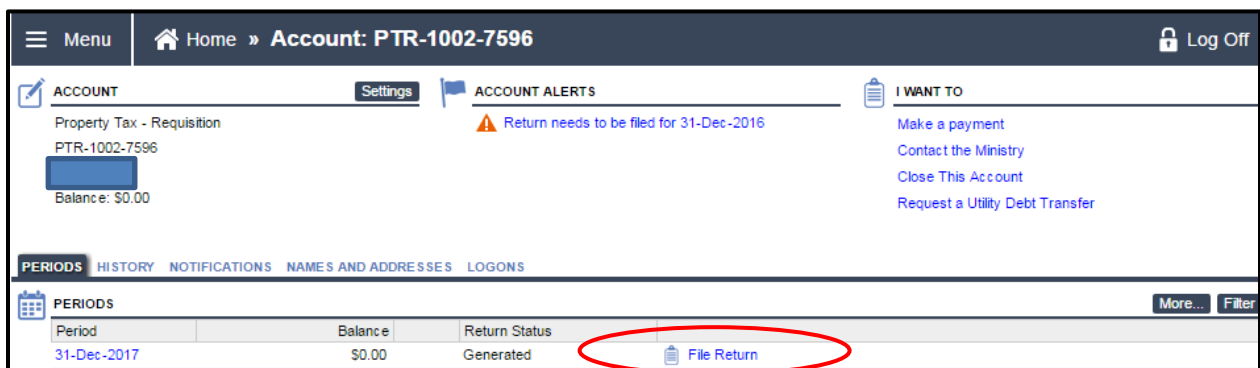
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2. Click on the **Property Tax - Requisition** hyperlink. This will take you to the **Account** level for your PTR Account.



The screenshot shows a user dashboard with a navigation menu, home button, and log off button. The user's profile information is visible, including the ID 2225 8538B. There is an alert for 1 unread web message. Under the 'MY ACCOUNTS' section, three accounts are listed: 'Property Tax - Capital Advanc' (PCA-1050-9079, \$0.00), 'Property Tax - GIP' (GIP-1037-6923, \$0.00), and 'Property Tax - Requisition' (PTR-1002-7596, \$0.00). The 'Property Tax - Requisition' account is circled in red.

3. Select **File Return** for the requisition period (year).



The screenshot shows the account page for 'Property Tax - Requisition' (PTR-1002-7596) with a balance of \$0.00. An alert indicates that a return needs to be filed for 31-Dec-2016. Under the 'PERIODS' section, a table lists the period 31-Dec-2017 with a balance of \$0.00 and a return status of 'Generated'. The 'File Return' button is circled in red.

Period	Balance	Return Status	
31-Dec-2017	\$0.00	Generated	File Return



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Select **File Return** for the Ad Valorem Requisition.

Menu Home » Account: PTR-1019-5199 » Return List Log Off				
RETURN LIST Filter				
Received Date	Due Date		Return	Status
	28-Feb-2017	File Return	Parcel Tax Requisition	Overdue
	10-Apr-2017	File Return	Ad Valorem Requisition	Overdue

The SUMMARY tab will provide the following information:

SUMMARY SERVICES

To add a new ad valorem service or add the annual requisition amount to an existing ad valorem tax service, click on the Services tab above.

Regional Districts may submit this requisition after March 15.
All others may submit the requisition after April 7.
The requisition must be submitted before the due date shown below.

REQUISITION SUMMARY

Taxation Year	2017	Regional District	03
Due Date	10-Apr-2017	Regional Hospital District	
Received Date	30-Nov-2017	Jurisdiction	

PREVIOUS YEAR

Requisition Amount	510,000.00
Hydro Grant	0.00
Collection Fee	26,775.00

CURRENT YEAR

Requisition Amount	0.00
Hydro Grant	0.00
Collection Fee	0.00

Total Recovery Amount 0.00

CERTIFICATION

Open the Services tab to review the tax rates. Check the box below to confirm the rates are correct.

WARNING: This submission is final and will lock-in Regional District tax rates for property owners.

First name Last name
 Phone number Position
 Format: (999) 999-9999

The deadline has past to submit this requisition.





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Requisition Summary

This area will capture information around the taxation year, legislated requisition due date and the date you were able to access your Ad Valorem requisition file.

SUMMARY		SERVICES	
REQUISITION SUMMARY			
Taxation Year	2017	Regional District	
Due Date	15-Apr-2017	Regional Hospital District	
Received Date	06-Dec-2016	Jurisdiction	

Previous Year

This area displays a summary of the prior year requisition information.

PREVIOUS YEAR	
Requisition Amount	0.00
Hydro Grant	0.00
Federal/Crown Grant	0.00
Collection Fee	0.00

Current Year

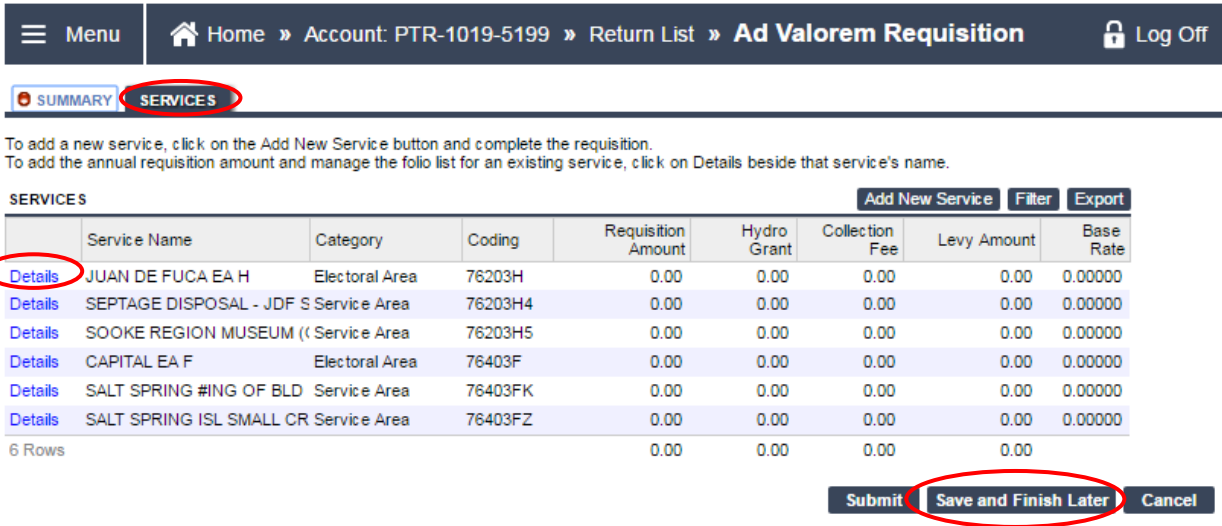
This area displays the total current year requisition amount(s), Hydro grant and collection fee.

CURRENT YEAR	
Requisition Amount	0.00
Hydro Grant	0.00
Collection Fee	0.00
Federal/Crown Grant	0.00
Total Recovery Amount	0.00



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The **SERVICES** tab will provide a list of your services and totals for each requisition. Select **Details** beside the service name to open the requisition.



Menu Home » Account: PTR-1019-5199 » Return List » **Ad Valorem Requisition** Log Off

SUMMARY **SERVICES**

To add a new service, click on the Add New Service button and complete the requisition.
To add the annual requisition amount and manage the folio list for an existing service, click on Details beside that service's name.

SERVICES Add New Service Filter Export

	Service Name	Category	Coding	Requisition Amount	Hydro Grant	Collection Fee	Levy Amount	Base Rate
Details	JUAN DE FUCA EA H	Electoral Area	76203H	0.00	0.00	0.00	0.00	0.00000
Details	SEPTAGE DISPOSAL - JDF S Service Area		76203H4	0.00	0.00	0.00	0.00	0.00000
Details	SOOKE REGION MUSEUM (Service Area		76203H5	0.00	0.00	0.00	0.00	0.00000
Details	CAPITAL EA F	Electoral Area	76403F	0.00	0.00	0.00	0.00	0.00000
Details	SALT SPRING #ING OF BLD Service Area		76403FK	0.00	0.00	0.00	0.00	0.00000
Details	SALT SPRING ISL SMALL CR Service Area		76403FZ	0.00	0.00	0.00	0.00	0.00000
6 Rows				0.00	0.00	0.00	0.00	

Submit Save and Finish Later Cancel

You have the ability to **Save and Finish Later**, your changes will not be lost.



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Select **Update Service Settings** to access the Service Settings window.

Service Details

SERVICE DETAILS

To change the service name, click the Update Service Setting button and then the Override box. There is a 30 character limit for the service name.

Regional District	D3 - Capital	Category	Electoral Area
Jurisdiction	762 - Victoria Rural	Coding	76203H - JUAN DE FUCA EA H
Regional Hospital District		BCA Identifier	Land & Improvement
School District		Update Service Settings	
Service Name	JUAN DE FUCA EA H	Override	<input type="checkbox"/>

CALCULATION METHODS

Funding Amount Requested Amount 500,000.00 Collection Fee Rate (%): 5.25

Base Rate Initial Base Rate 18.36616 No Collection Fee

Rates

CALCULATION PARAMETERS

For new services, you may add a comment.

	Previous Year	Current Year	Change (%)	Comment
Requisition Amount	50,000.00	500,000.00	900.00	Comment is required when the requisition amount has increased more than 10% compared to previous year
Hydro Grant	0.00	0.00		
Federal/Crown Grant	0.00	0.00	0.00	
Collection Fee	2,625.00	26,250.00	900.00	
Levy Amount	52,625.00	526,250.00	900.00	
Base Rate	1.93304	19.33038	900.00	

Tax Rate Details

This form has errors, please fix before saving.

OK Cancel



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Select your calculation method and enter your Requisition amount in the requested amount field shown below. If you want to make any changes to your Service Name, click the override box and enter your name change. Select the **OK** button to save the changes.

Service Settings

SERVICE DETAILS

To change the service name, click the Override box.
There is a 30 character limit for the service name.

Regional District	03 - Capital	Category	Electoral Area
Jurisdiction	762 - Victoria Rural	Applicable MTJ Codes	
Regional Hospital District		BCA Identifier	Land & Improvement
School District			
Service Name	JUAN DE FUCA EA H		Override <input type="checkbox"/>

CALCULATION METHODS

<input checked="" type="radio"/> Funding Amount	Requested Amount	0.00	<input type="checkbox"/> No Collection Fee
<input type="radio"/> Base Rate			
<input type="radio"/> Rates			

OK Cancel



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Note: You will be prompted to complete this field if your requested amount has increased more than 10% from the previous year.

Service Details

SERVICE DETAILS

To change the service name, click the Update Service Setting button and then the Override box. There is a 30 character limit for the service name.

Regional District	03 - Capital	Category	Electoral Area
Jurisdiction	762 - Victoria Rural	Coding	76203H - JUAN DE FUCA EA H
Regional Hospital District		BCA Identifier	Land & Improvement
School District		Update Service Settings	
Service Name	JUAN DE FUCA EA H	Override	<input type="checkbox"/>

CALCULATION METHODS

Funding Amount Requested Amount: 500,000.00 Collection Fee Rate (%): 5.25

Base Rate Initial Base Rate: 18.36616 No Collection Fee

Rates

CALCULATION PARAMETERS

For new services, you may add a comment.

	Previous Year	Current Year	Change (%)	Comment
Requisition Amount	50,000.00	500,000.00	900.00	<input type="text"/>
Hydro Grant	0.00	0.00		
Federal/Crown Grant	0.00	0.00	0.00	
Collection Fee	2,625.00	26,250.00	900.00	
Levy Amount	52,625.00	526,250.00	900.00	
Base Rate	1.93304	19.33038	900.00	

[Tax Rate Details](#)

This form has errors, please fix before saving.

[OK](#) [Cancel](#)



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Certification

This area requires your first and last name in order to submit your requisition (your phone number and position are optional). Select **Submit** once your requisition is complete.

CERTIFICATION

I am a designated Regional District officer and I certify that:

- The amount requisitioned for each service is included in the Regional District's financial plan for this year;
- Each service and its associated property tax is authorized by bylaw or other legal authority.
- Each service is accurately coded by BC Assessment
- The requisition amount does not exceed the maximum amount authorized by bylaw, other legal authority, or the Local Government Act.
- The requisition amount is apportioned as required by the bylaw or other legal authority or the Local Government Act.

First name Last name
Required *Required*

Phone number Position
Format: (999) 999-9999

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.

If you have any question please contact the Surveyor of Taxes office in Victoria at 250 387-0576.