



Ministry of
Finance

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Parcel Tax Requisition



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Introduction

In this tutorial you will learn how to submit a Parcel Tax Requisition through eTaxBC.

Getting There

1. Log into your eTaxBC profile.

Need Help?

Menu Home

LOG ON

Username
Capital

Password
.....

Logon

Forgot Password?
Forgot Username?

ENROL (ACCESS AN EXISTING ACCOUNT)

Individual / Business
Third-Party Accountant/Bookkeeper

CONTINUE A SAVVED 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

Freedom of Information and Protection of Privacy Act (FOIPPA)

The personal information collected by this system is for the purpose of administering your account and all its activities under the authority of section 26(a) and 26(c) of FOIPPA. For information about the collection, use and disclosure practices, please contact Ministry of Finance Privacy Officer at 250 387-8912, Ministry of Finance, Corporate Services Division, PO BOX 9415, STN PROV GOVT Victoria BC V8W 2B7 CANADA.



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- 2. **Click** on the **PTR-1002-2746** hyperlink. This will take you to the **Account** level.

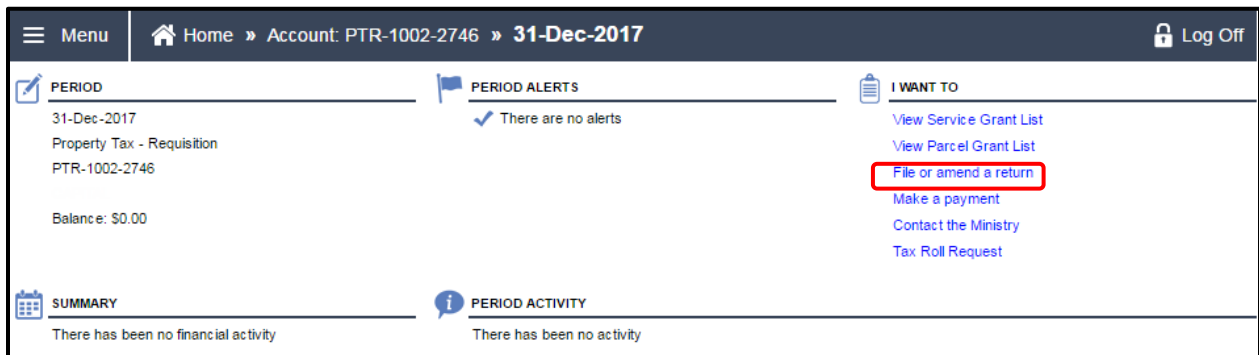
The screenshot shows the TACS Home page. At the top, there is a navigation bar with 'Menu', 'Home', and 'Log Off'. Below this, the user's profile information is displayed, including the ID '2004 3422E' and the balance '\$0.00'. There are sections for 'ALERTS' (indicating no alerts) and 'I WANT TO' (with links for 'Add Access to Additional Account' and 'Contact the Ministry'). A navigation menu includes 'ACCOUNTS', 'HISTORY', 'NOTIFICATIONS', and 'NAMES AND ADDRESSES'. Under 'MY ACCOUNTS', a table lists accounts, with 'Property Tax - Requisition' (PTR-1002-2746) circled in red. The table also shows the account type as 'CAPITAL' and the balance as '\$0.00'.

- 3. In this example, we are going to complete the **Parcel Tax Requisition**, select the Period hyperlink.

The screenshot shows the TACS Account page for 'Account: PTR-1002-2746'. The navigation bar includes 'Menu', 'Home » Account: PTR-1002-2746', and 'Log Off'. The account details section shows 'Property Tax - Requisition' with a balance of '\$0.00'. There are sections for 'ACCOUNT ALERTS' (no alerts) and 'I WANT TO' (with links for 'Make a payment', 'Contact the Ministry', 'Close This Account', and 'Transfer Fees and Charges to Taxes'). A navigation menu includes 'PERIODS', 'HISTORY', 'NOTIFICATIONS', 'NAMES AND ADDRESSES', and 'LOGONS'. Under 'PERIODS', a table lists periods, with '31-Dec-2017' circled in red. The table also shows the balance as '\$0.00' and the return status as 'Multiple Returns'.

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4. Select the **File or amend a return** hyperlink under the I WANT TO panel.



The screenshot shows the TACS interface for account PTR-1002-2746 on 31-Dec-2017. The 'I WANT TO' panel is visible on the right side, containing several hyperlinks. The link 'File or amend a return' is highlighted with a red box.

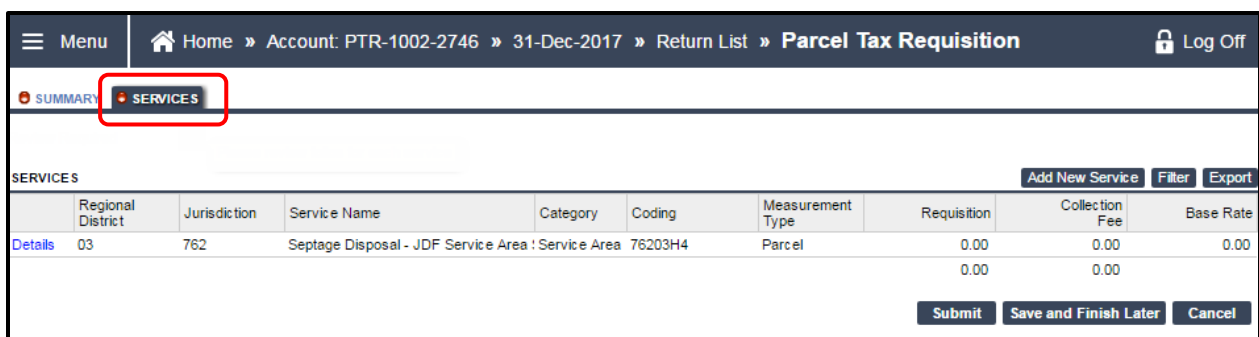
5. Select the **File Return** hyperlink for Parcel Tax Requisition.



The screenshot shows the 'Return List' table in the TACS interface. The table has columns for Received Date, Due Date, Return, and Status. The 'File Return' link is highlighted with a red box for the 'Parcel Tax Requisition' row.

Received Date	Due Date	Return	Status
	28-Feb-2017	File Return	Generated
	10-Apr-2017	File Return	Generated

6. Now that you are positioned within the Parcel Tax Requisition return, you are automatically positioned on the **Summary** Tab, select the **Services** Tab. Note: Each year the Requisition amount must be entered.

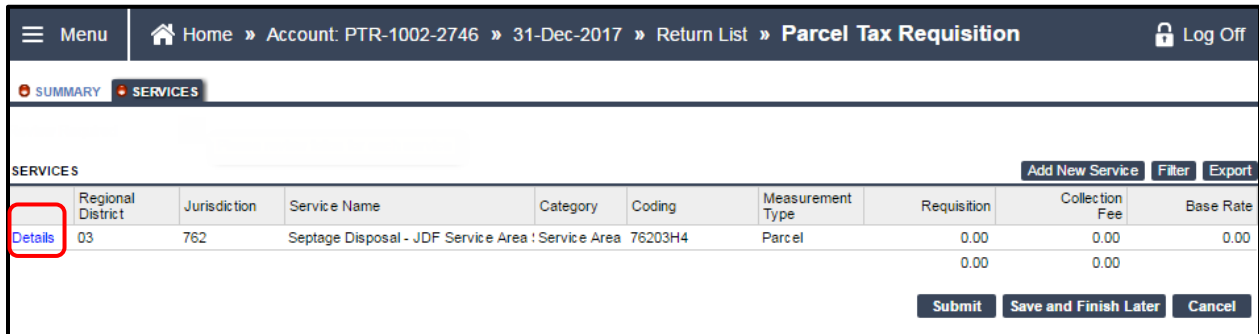


The screenshot shows the 'Services' tab selected in the 'Parcel Tax Requisition' view. The 'SERVICES' tab is highlighted with a red box. Below the tab, a table displays service details for 'Septage Disposal - JDF Service Area : Service Area 76203H4'.

Regional District	Jurisdiction	Service Name	Category	Coding	Measurement Type	Requisition	Collection Fee	Base Rate
03	762	Septage Disposal - JDF Service Area : Service Area		76203H4	Parcel	0.00	0.00	0.00
						0.00	0.00	

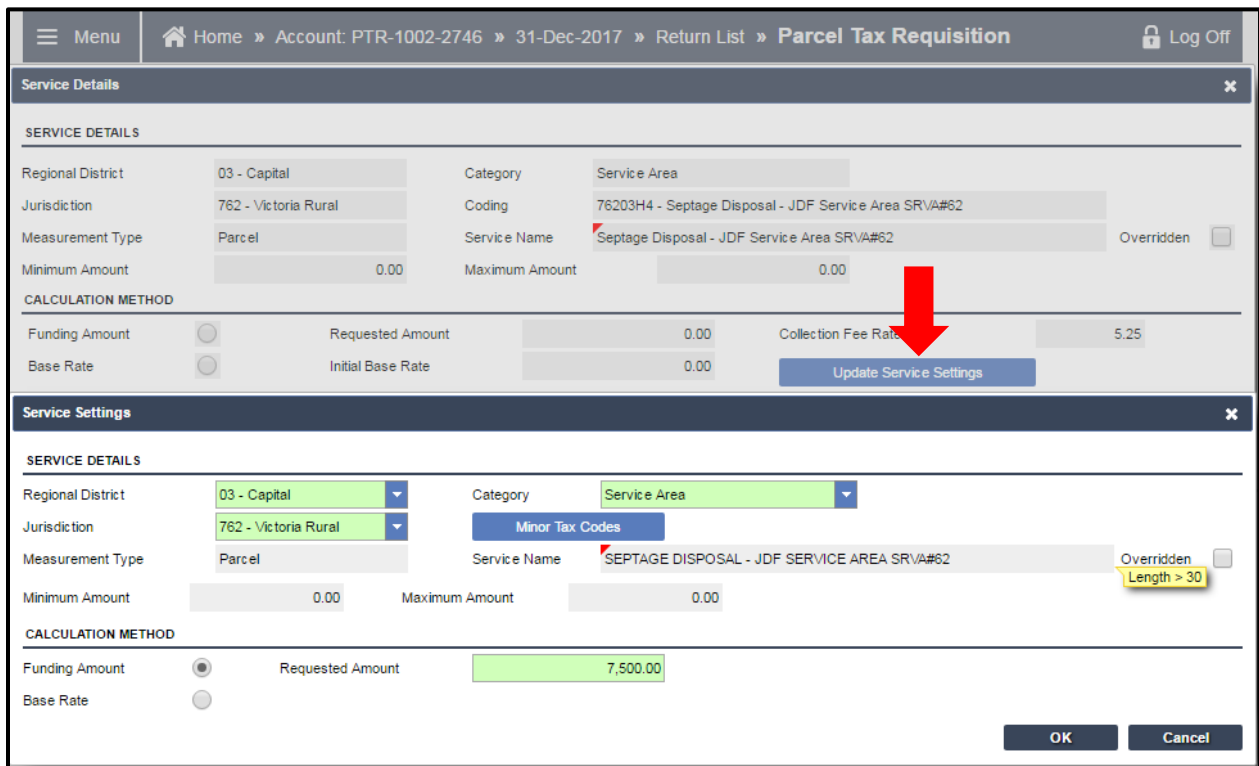
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7. Select the **Details** hyperlink to expose the Service Details modal window.



Regional District	Jurisdiction	Service Name	Category	Coding	Measurement Type	Requisition	Collection Fee	Base Rate
03	762	Septage Disposal - JDF Service Area	Service Area	76203H4	Parcel	0.00	0.00	0.00
						0.00	0.00	

8. Select the **Update Service Settings** button, once selected another modal window will appear and this is where you will update the funding amount.



Service Details

REGIONAL DISTRICT: 03 - Capital
 JURISDICTION: 762 - Victoria Rural
 MEASUREMENT TYPE: Parcel
 CATEGORY: Service Area
 CODING: 76203H4 - Septage Disposal - JDF Service Area SRVA#62
 SERVICE NAME: SEPTAGE DISPOSAL - JDF SERVICE AREA SRVA#62
 MINIMUM AMOUNT: 0.00
 MAXIMUM AMOUNT: 0.00
 FUNDING AMOUNT: Requested Amount: 0.00
 BASE RATE: Initial Base Rate: 0.00
 COLLECTION FEE RATE: 5.25

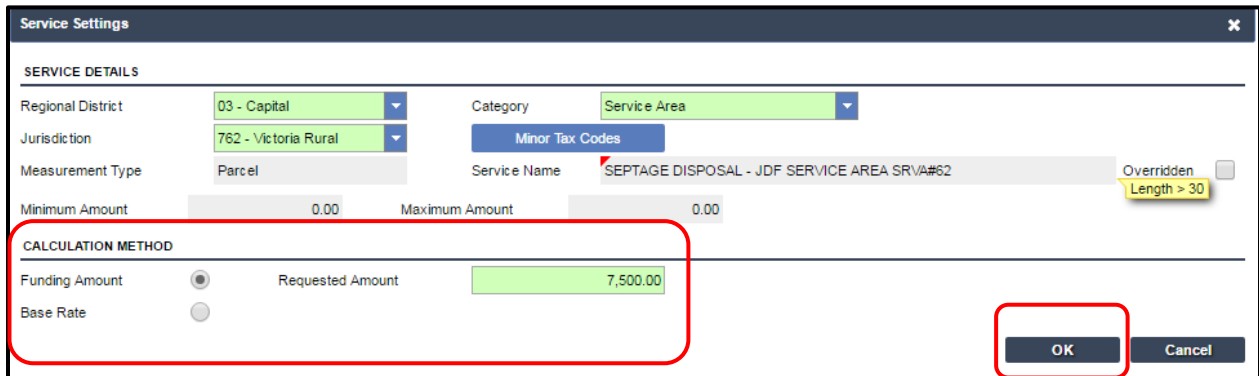
Update Service Settings

Service Settings

REGIONAL DISTRICT: 03 - Capital
 JURISDICTION: 762 - Victoria Rural
 MEASUREMENT TYPE: Parcel
 CATEGORY: Service Area
 SERVICE NAME: SEPTAGE DISPOSAL - JDF SERVICE AREA SRVA#62
 MINIMUM AMOUNT: 0.00
 MAXIMUM AMOUNT: 0.00
 FUNDING AMOUNT: Requested Amount: 7,500.00
 BASE RATE:

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- Enter the amount requested within the **Service Settings** modal window and then select the **Ok** button.



Service Settings

SERVICE DETAILS

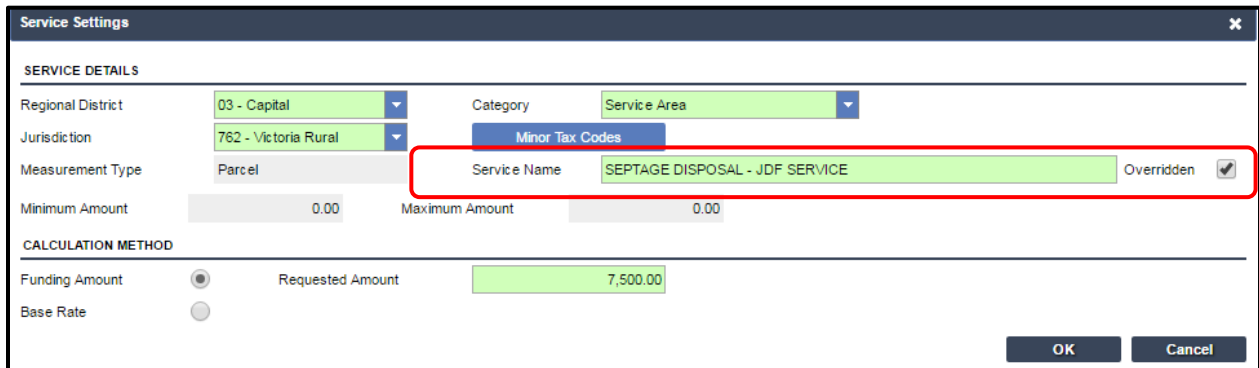
Regional District: 03 - Capital | Category: Service Area
 Jurisdiction: 762 - Victoria Rural | Minor Tax Codes
 Measurement Type: Parcel | Service Name: SEPTAGE DISPOSAL - JDF SERVICE AREA SRVA#62 | Overridden Length > 30
 Minimum Amount: 0.00 | Maximum Amount: 0.00

CALCULATION METHOD

Funding Amount: Requested Amount: 7,500.00
 Base Rate:

OK **Cancel**

Please Note: The number of characters within the **Service Name** field has a max of 30. **Check** the **box** beside **Overridden**, and then update the Service Name, once completed select the **Ok** button to save the changes.



Service Settings

SERVICE DETAILS

Regional District: 03 - Capital | Category: Service Area
 Jurisdiction: 762 - Victoria Rural | Minor Tax Codes
 Measurement Type: Parcel | Service Name: SEPTAGE DISPOSAL - JDF SERVICE | Overridden
 Minimum Amount: 0.00 | Maximum Amount: 0.00

CALCULATION METHOD

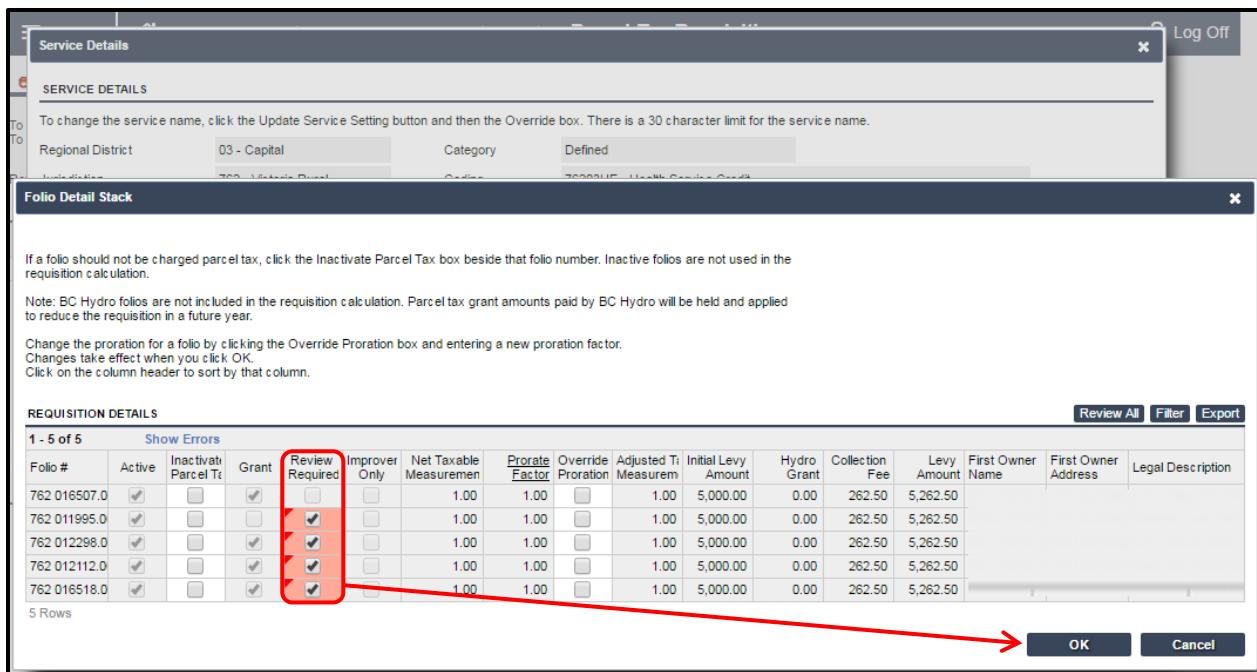
Funding Amount: Requested Amount: 7,500.00
 Base Rate:

OK **Cancel**

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- Select the **Folio Details** button to view the parcel tax details for each folio. Folios that require review will be flagged, once reviewed select **Review Required** check box to clear the flag for each folio, then the **OK** button. You will be unable to continue until all folios are reviewed and the check box is cleared.

To search for a folio, name, address or legal description, select the **Filter** button and enter your search criteria. Select the **Export** button to create a document and manage the folio details in an excel format.



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: Defined

Folio Detail Stack

If a folio should not be charged parcel tax, click the Inactivate Parcel Tax box beside that folio number. Inactive folios are not used in the requisition calculation.

Note: BC Hydro folios are not included in the requisition calculation. Parcel tax grant amounts paid by BC Hydro will be held and applied to reduce the requisition in a future year.

Change the proration for a folio by clicking the Override Proration box and entering a new proration factor. Changes take effect when you click OK.

Click on the column header to sort by that column.

REQUISITION DETAILS Review All Filter Export

1 - 5 of 5 [Show Errors](#)

Folio #	Active	Inactivate Parcel Tax	Grant	Review Required	Improve Only	Net Taxable Measurement	Prorate Factor	Override Proration	Adjusted Tax Measurement	Initial Levy Amount	Hydro Grant	Collection Fee	Levy Amount	First Owner Name	First Owner Address	Legal Description
762 016507.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.00	1.00	<input type="checkbox"/>	1.00	5,000.00	0.00	262.50	5,262.50			
762 011995.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.00	1.00	<input type="checkbox"/>	1.00	5,000.00	0.00	262.50	5,262.50			
762 012298.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.00	1.00	<input type="checkbox"/>	1.00	5,000.00	0.00	262.50	5,262.50			
762 012112.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.00	1.00	<input type="checkbox"/>	1.00	5,000.00	0.00	262.50	5,262.50			
762 016518.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.00	1.00	<input type="checkbox"/>	1.00	5,000.00	0.00	262.50	5,262.50			

5 Rows

OK **Cancel**

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- Once the **Service Detail** modal window has been completed, select the **Ok** button to save all changes.

Service Details
✕

SERVICE DETAILS

Regional District	03 - Capital	Category	Service Area
Jurisdiction	762 - Victoria Rural	Coding	76203H4 - Septage Disposal - JDF Service Area SRVA#62
Measurement Type	Parcel	Service Name	SEPTAGE DISPOSAL - JDF SERVICE Overridden <input checked="" type="checkbox"/>
Minimum Amount	0.00	Maximum Amount	0.00

CALCULATION METHOD

Funding Amount <input checked="" type="radio"/>	Requested Amount	7,500.00	Collection Fee Rate (%):	5.25
Base Rate <input type="radio"/>	Initial Base Rate	7,500.00	Update Service Settings	

FOLIO SUMMARY

	Taxable	Grant in Lieu		
Active Folio	5	4	BC Hydro Grant	0.00
Inactive Folio	0	0		
Requisition Amount	7,500.00	30,000.00		
Collection Fee	393.75	1,575.00		
Levy Amount	7,893.75	31,575.00		
Actual Base Rate	7,893.75	7,893.75	Folio Details	

OK
Cancel



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12. Select the **Summary** Tab, and complete the **First** and **Last** Name required fields, and then select **Submit**.

Menu Home » Account: PTR-1002-2746 » 31-Dec-2017 » Return List » Parcel Tax Requisition » Edit Log Off

SUMMARY SERVICES

FILING INFORMATION		ORGANIZATION SUMMARY	
Taxation Year	2017	Regional District	03
Due Date	28-Feb-2017		
Received Date	23-Jan-2017		

REQUISITION SUMMARY

	Taxable	Grant in Lieu	Total
Requested Amount	7,500.00	30,000.00	37,500.00
Collection Fee	393.75	1,575.00	1,968.75
Levy Amount	7,893.75	31,575.00	39,468.75
Total Recovery Amount			7,893.75

Please ensure that the sender is a designated Regional District officer with the authority to certify, pursuant to section 387 of the Local Government Act, [RSBC 2015] c.1 and pursuant to the Regional District Requisition Regulation, B.C., Reg. 347/2008 as follows:
 The Amount requisitioned for each service in the Regional District's requisition is included in the current financial plan of the Regional District.
 Each service is either provided under an established bylaw that has not been repealed or is provided under the legal authority;
 Each service, where applicable, has been identified with an accurate code provided by the British Columbia Assessment Authority;
 The amount requisitioned for each service does not exceed the maximum amount that is authorized to be requisitioned for that service under the establishing bylaw or other legal authority or under the Local Government Act;
 The amount requisitioned for each service is apportioned, as applicable, in accordance with the establishing bylaw or other legal authority or in accordance with the Local Government Act; and
 The property tax being imposed through the requisition process is authorized through the establishing bylaw or other legal authority.

Name
 First:
 Last:
 Phone number:
 Position:

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: PTR-1002-2746 » 31-Dec-2017 » Return List » Parcel Tax Requisition » Edit » **Confirmation** Log Off

CONFIRMATION

Confirmation

Your **Parcel Tax Requisition** has been submitted and your confirmation number is **1-059-602-432**. 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	1-059-602-432
Logon	Capital
Name	
Property Tax - Requisition	PTR-1002-2746
Period	31-Dec-2017
Submitted Date	23-Jan-2017 14:33:08
Requisition Amount	7,500.00

[Make a Payment](#)
[Ok](#)
[Print Confirmation](#)
[Print Return](#)
[Print Mailing Voucher](#)

If you have any question please contact the Surveyor of Taxes office in Victoria at (250) 952-0889.

