



Ministry of
Finance

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Transfer Fees and Charges to Taxes



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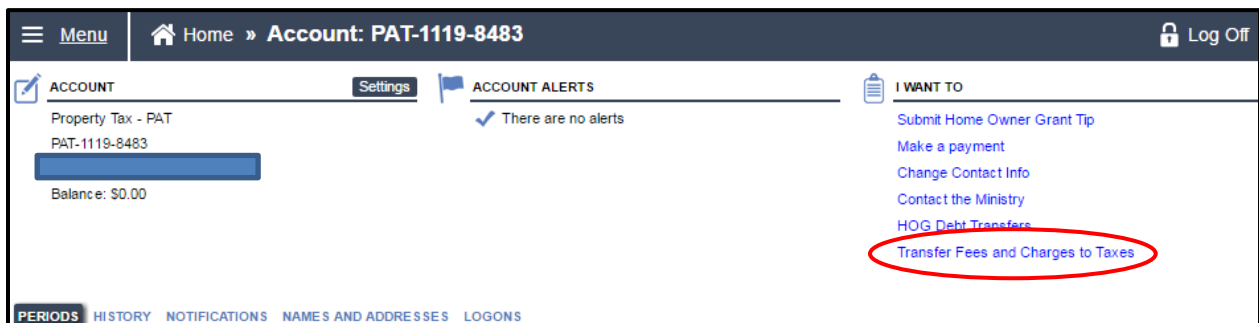




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Getting There

This tutorial is to help guide you through the process of Transferring Fees and Charges to Taxes. Log into your eTaxBC Profile and **position** on the **Account** by **clicking** on the **Transfer Fees and Charges to Taxes** hyperlink under the I WANT TO panel shown in the screenshot below.



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Fees or Charges

1. **Position** within the **Table** illustrated in the screenshot below. **Enter** all the appropriate information in the fields within the **Table** and this will populate the **fields** above in the **header**.

Table Export and Import Function

The table can also be exported into an excel file by clicking the **Export For Edit** action button. The file has been configured with messaging to help you complete the fields. Do not change the header or columns in the export file. Once the file has been completed it can be imported directly into the table using the Import Button.

SUMMARY

Submission Date	06-Feb-2017
Charge Tax Year	2016
Total Amount	Required
Total Count	0
Regional District	03 - Capital

FEE'S OR CHARGES TO BE TRANSFERRED TO TAXES

Enter the details for each debt to be transferred to the Surveyor of Taxes. This can be done in one of two ways:

1. Click on the Export for Edit button above the table to export the table into Excel. Enter the requested details and then click on the Import button below to import the information back into the table, or
2. Enter the details manually in the table below.

To see a list of folios with errors, click on Show Errors. To return to the complete list, click on Show All.
You will be contacted if any of the folio numbers are invalid or subject to forfeiture.

FEE'S OR CHARGES TO BE TRANSFERRED TO TAXES

Jurisdiction	Folio	Owner Name(s) Surname, First	Amount	Type	Charge Explanation

ATTACHMENTS

Type	Name	Description	Size

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Add an Attachment

2. **Select** the **Add** action button, to submit an attachment with your Transfer of Fees and Charges file.

Include the folio number and document type in the Description when you Add an attachment.

ATTACHMENTS			
Type	Name	Description	Size
			Add

Fields in the table that contain incomplete data are flagged with an error message and must be corrected before you can submit the Transfer Fees and Charges to Taxes file.




You also have the option to Import your information if available.



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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.

 CONFIRMATION

Confirmation

Your **Transfer Fees and Charges to Taxes** has been submitted and your confirmation number is **2-108-858-368**. 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	2-108-858-368
Logon	capital
Name	
Property Tax - Requisition	PTR-1019-5199
Submitted Date	06-Feb-2017 14:56:55
	0.00

If you have any question please contact the Surveyor of Taxes office in Victoria at (250)356-5495.

