



Ministry of
Finance

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Managing PBA Accounts

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1 | Page





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Introduction

In this tutorial you will learn how to manage a Property Bulk Administration (PBA) Account, with respect to Financial Institutions.

Financial Institutions who remit tax payments on behalf of property owners will receive a PBA Outreach letter explaining the new procedures to administer and pay annual rural property taxes.



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Enrolling for eTaxBC

1. From the **eTaxBC**, select the **Individual/Business** hyperlink.

The screenshot shows the eTaxBC website interface. At the top left is the British Columbia logo and 'eTaxBC' text. At the top right is a 'Need Help?' link. Below this is a navigation bar with 'Menu' and 'Home' icons. The main content area is divided into three columns:

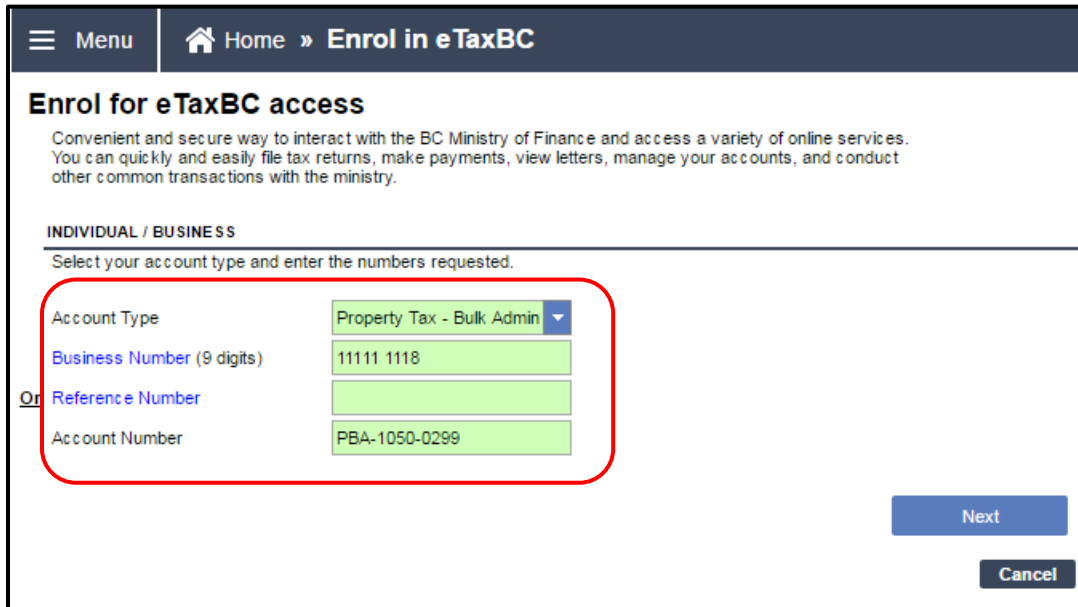
- LOG ON:** Includes fields for Username and Password, a 'Logon' button, and links for 'Forgot Password?' and 'Forgot Username?'.
- ENROL (ACCESS AN EXISTING ACCOUNT):** Features a red-bordered box around the 'Individual / Business' link, with a sub-link for 'Third-Party Accountant/Bookkeeper' below it.
- CONTINUE A SAVED APPLICATION:** Includes a 'Continue a Saved Application' link.

Below these columns is a section titled 'APPLY FOR A NEW PROGRAM ACCOUNT FOR' with a list of programs: Provincial Sales Tax, IFTA (International Fuel Tax Agreement), Tobacco Retail Authorization, Logging Tax, Unlicensed Insurance, Fuel Tax Refund for Persons with Disabilities, Liquefied Natural Gas Income Tax, and Property Tax Bulk Administration.

At the bottom, there is a 'Freedom of Information and Protection of Privacy Act (FOIPPA)' section with a paragraph of text regarding data collection and privacy.

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2. Complete the **Account Type**, **Business Number** and **Account Number** - this information is located within the letter that was sent to all Financial Institutions. Once completed select the **Next** button.



Menu Home » Enrol in eTaxBC

Enrol for eTaxBC access

Convenient and secure way to interact with the BC Ministry of Finance and access a variety of online services. You can quickly and easily file tax returns, make payments, view letters, manage your accounts, and conduct other common transactions with the ministry.

INDIVIDUAL / BUSINESS

Select your account type and enter the numbers requested.

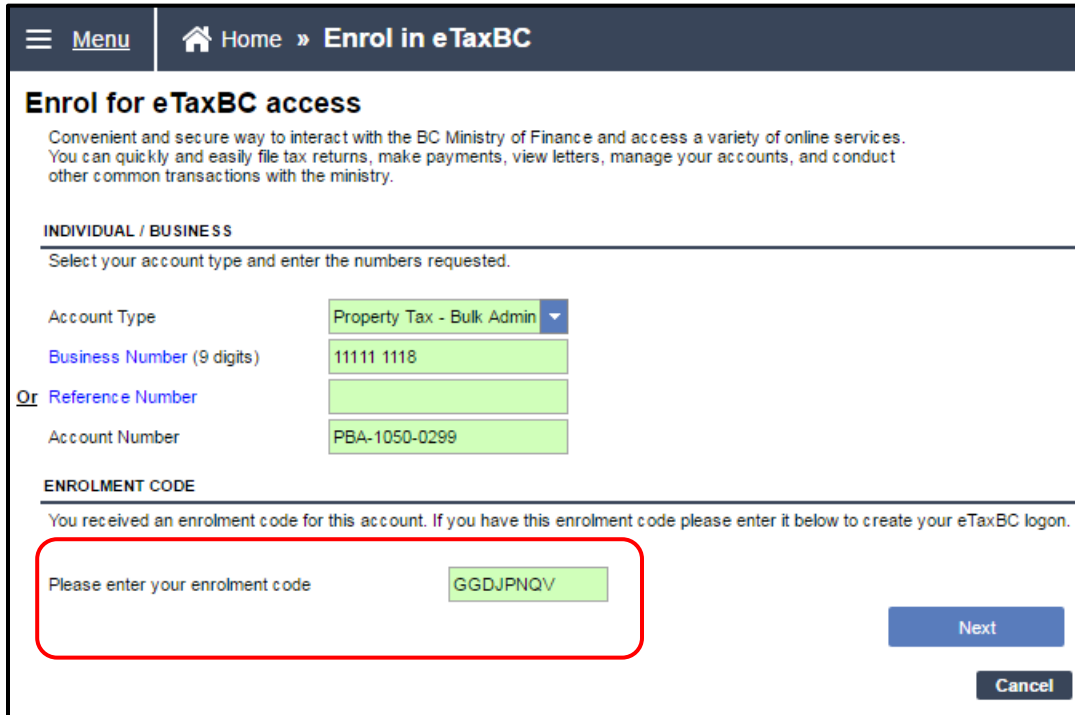
Account Type	Property Tax - Bulk Admin
Business Number (9 digits)	11111 1118
Or Reference Number	
Account Number	PBA-1050-0299

Next

Cancel

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3. On the PBA Outreach Letter an **Enrolment Code** will be listed, this code must be entered, once entered select the **Next** button.



The screenshot shows the 'Enrol in eTaxBC' page. At the top, there is a navigation bar with 'Menu', 'Home', and 'Enrol in eTaxBC'. Below this is the heading 'Enrol for eTaxBC access' followed by a brief description of the service. The form is divided into two sections: 'INDIVIDUAL / BUSINESS' and 'ENROLMENT CODE'. In the 'INDIVIDUAL / BUSINESS' section, the user has selected 'Property Tax - Bulk Admin' for the account type, entered '11111 1118' for the business number, and 'PBA-1050-0299' for the account number. In the 'ENROLMENT CODE' section, the user has entered 'GGDJPNQV' for the enrolment code. A red box highlights the enrolment code input field. There are 'Next' and 'Cancel' buttons at the bottom right of the form.

Menu Home » Enrol in eTaxBC

Enrol for eTaxBC access

Convenient and secure way to interact with the BC Ministry of Finance and access a variety of online services. You can quickly and easily file tax returns, make payments, view letters, manage your accounts, and conduct other common transactions with the ministry.

INDIVIDUAL / BUSINESS

Select your account type and enter the numbers requested.

Account Type: Property Tax - Bulk Admin

Business Number (9 digits): 11111 1118

Or Reference Number

Account Number: PBA-1050-0299

ENROLMENT CODE

You received an enrolment code for this account. If you have this enrolment code please enter it below to create your eTaxBC logon.

Please enter your enrolment code: GGDJPNQV

Next

Cancel

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4. To finalize the Enrolment complete **“CREATE USER NAME AND PASSWORD”** and then select the **Submit** button.

CREATE USER NAME AND PASSWORD

User Name *

Your password must be 8 to 15 characters in length, must include both letters and numbers, and must contain both upper-case and lower-case letters. Example password: myexamp1E

Password *

Confirm Password *

Remember your user name and password so you can log on to eTaxBC.

CREATE ETAXBC PROFILE

Full Name

This email address will receive an access code for you to use the first time you log on to your account.

Email Address *

Confirm Email Address *

Phone Country

Phone Number Ext. Type

Alt. Phone Number Ext. Type

Security Question *

Your Security Answer must have at least 6 characters

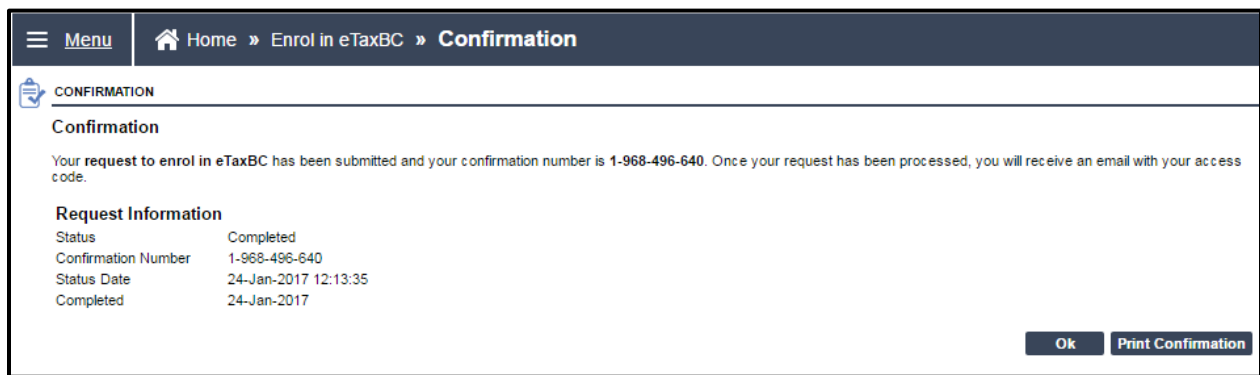
Security Answer *

Confirm Answer *

Remember your security question and answer so you can change your password in eTaxBC.

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Once the **Submit** button has been selected a **CONFIRMATION** page will be displayed. The confirmation indicates that the request has been submitted and an email will be sent with your access code. This page will give you a Confirmation Number. If you would like your confirmation printed, select the **Print Confirmation** button. Select the **OK** button.



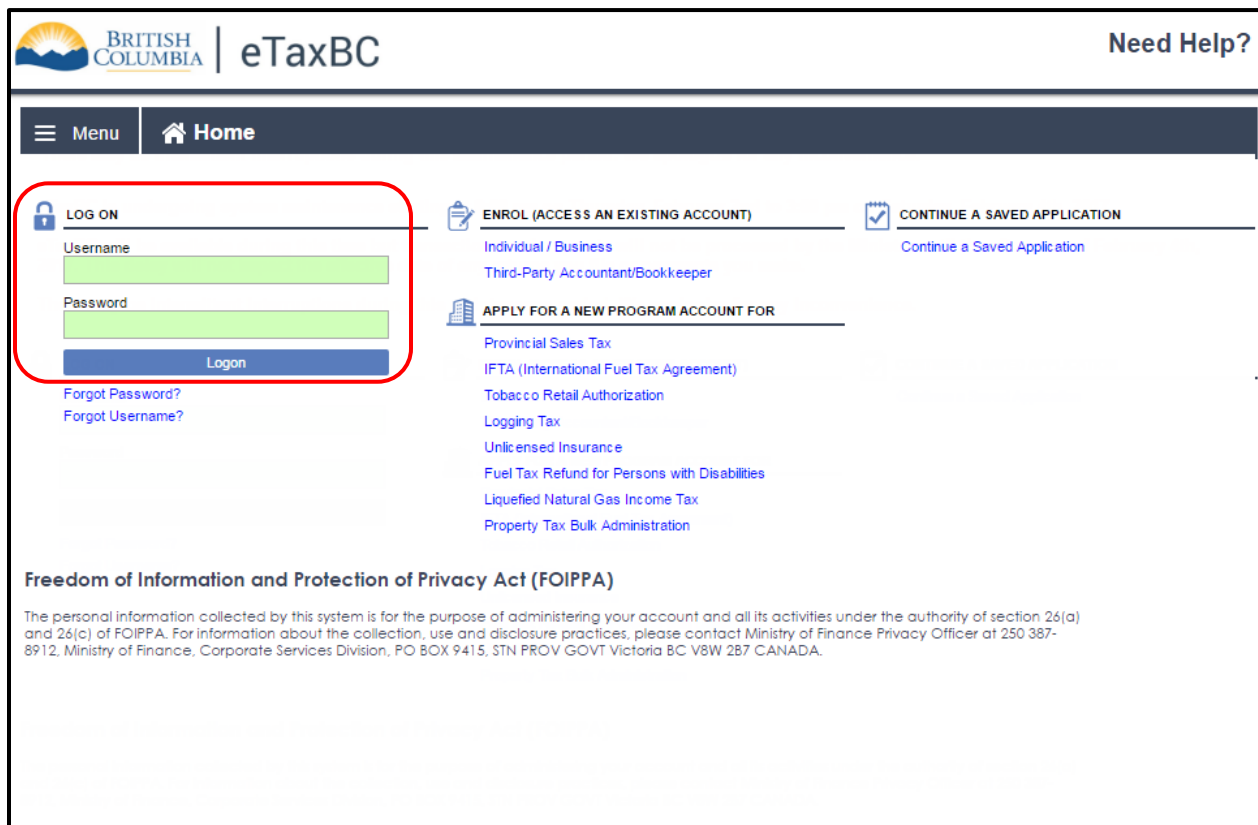
The screenshot shows a web interface for the eTaxBC system. At the top, there is a navigation bar with a 'Menu' icon, a home icon, and the breadcrumb 'Home » Enrol in eTaxBC » Confirmation'. Below the navigation bar, the page title is 'CONFIRMATION'. The main content area is titled 'Confirmation' and contains the following text: 'Your request to enrol in eTaxBC has been submitted and your confirmation number is 1-968-496-640. Once your request has been processed, you will receive an email with your access code.' Below this text is a section titled 'Request Information' with the following details: Status: Completed, Confirmation Number: 1-968-496-640, Status Date: 24-Jan-2017 12:13:35, and Completed: 24-Jan-2017. At the bottom right of the page, there are two buttons: 'Ok' and 'Print Confirmation'.

If you have any question please contact the Surveyor of Taxes office in Victoria at (250) 356-5495 or toll free 1 888 355-2700 and request a transfer to (250) 356-5495.

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Logging into eTaxBC

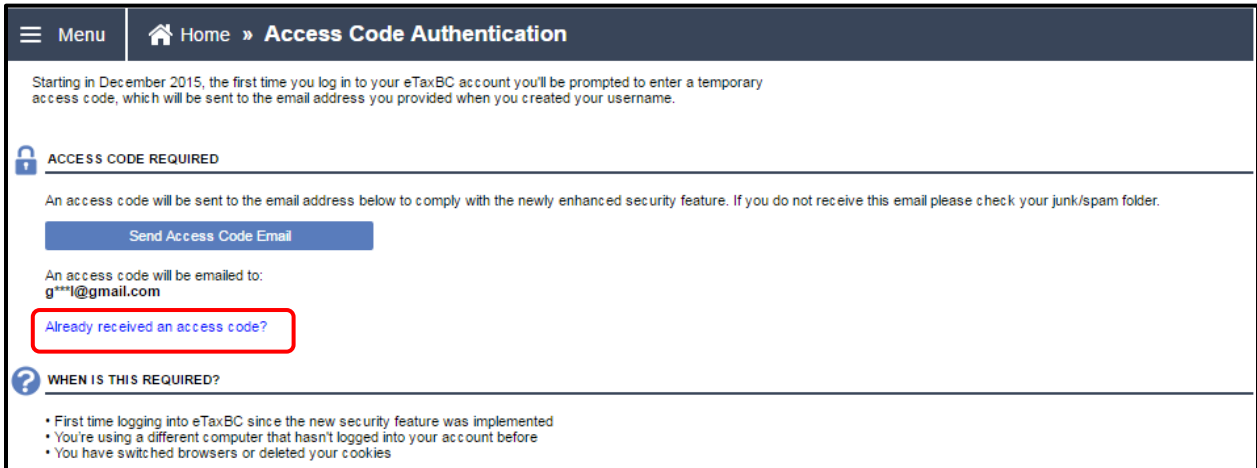
1. From the eTaxBC **LOG ON** screen, log in to your eTaxBC Profile.



The screenshot shows the eTaxBC login interface. At the top left is the British Columbia logo and 'eTaxBC' text. At the top right is a 'Need Help?' link. Below the header is a navigation bar with 'Menu' and 'Home' options. The main content area is divided into three columns. The left column, highlighted with a red box, contains the 'LOG ON' section with fields for 'Username' and 'Password', a 'Logon' button, and links for 'Forgot Password?' and 'Forgot Username?'. The middle column contains the 'ENROL (ACCESS AN EXISTING ACCOUNT)' section with links for 'Individual / Business' and 'Third-Party Accountant/Bookkeeper'. The right column contains the 'CONTINUE A SAVED APPLICATION' section with a 'Continue a Saved Application' link. Below these sections is the 'APPLY FOR A NEW PROGRAM ACCOUNT FOR' section with links for 'Provincial Sales Tax', 'IFTA (International Fuel Tax Agreement)', 'Tobacco Retail Authorization', 'Logging Tax', 'Unlicensed Insurance', 'Fuel Tax Refund for Persons with Disabilities', 'Liquefied Natural Gas Income Tax', and 'Property Tax Bulk Administration'. At the bottom, there is a section for 'Freedom of Information and Protection of Privacy Act (FOIPPA)' with a paragraph of text.

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2. Select the **Already received an access code?** hyperlink.



Menu Home » Access Code Authentication

Starting in December 2015, the first time you log in to your eTaxBC account you'll be prompted to enter a temporary access code, which will be sent to the email address you provided when you created your username.

ACCESS CODE REQUIRED

An access code will be sent to the email address below to comply with the newly enhanced security feature. If you do not receive this email please check your junk/spam folder.

[Send Access Code Email](#)

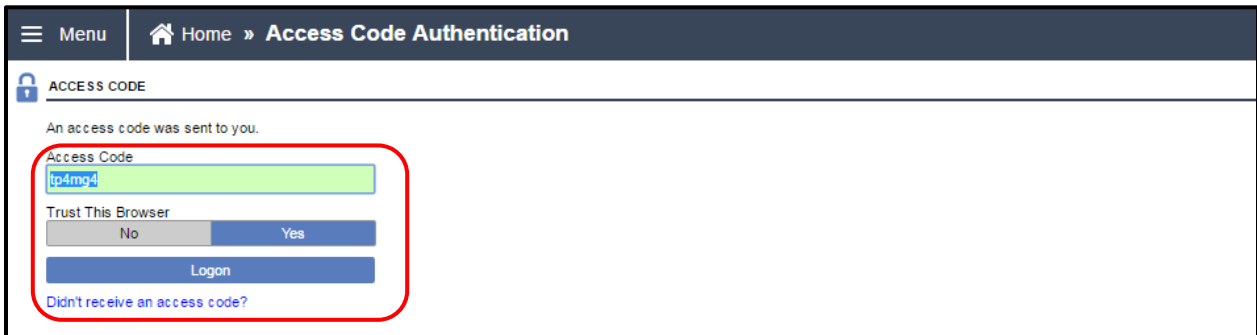
An access code will be emailed to:
g***l@gmail.com

[Already received an access code?](#)

WHEN IS THIS REQUIRED?

- First time logging into eTaxBC since the new security feature was implemented
- You're using a different computer that hasn't logged into your account before
- You have switched browsers or deleted your cookies

3. Enter the access code within the field, select **Yes, Trust This Browser**, and then select **Logon** button.



Menu Home » Access Code Authentication

ACCESS CODE

An access code was sent to you.

Access Code
tp4mq4

Trust This Browser
No Yes

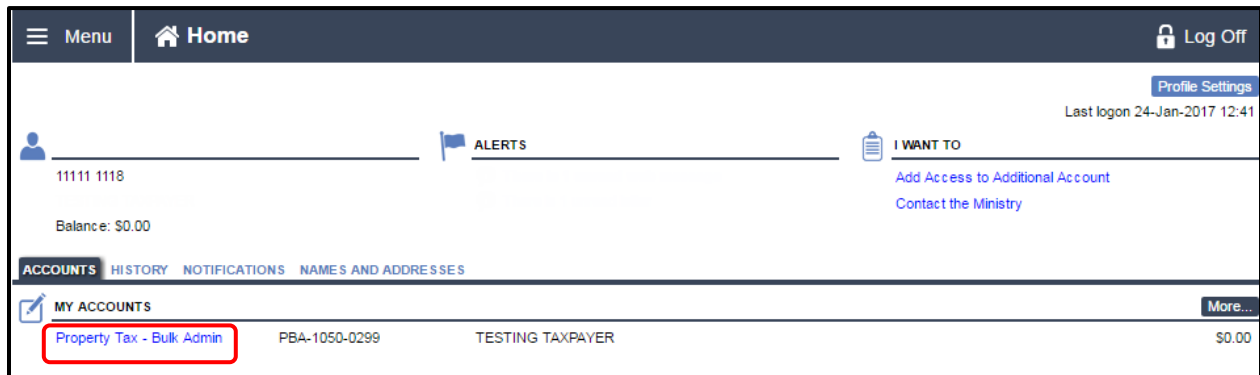
[Logon](#)

[Didn't receive an access code?](#)

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Account Level

1. From the Home window, select the **Property Tax – Bulk Admin** account hyperlink. In this example, it's account PBA-1050-0299.



Menu Home Log Off

Profile Settings
Last logon 24-Jan-2017 12:41

11111 1118
Balance: \$0.00

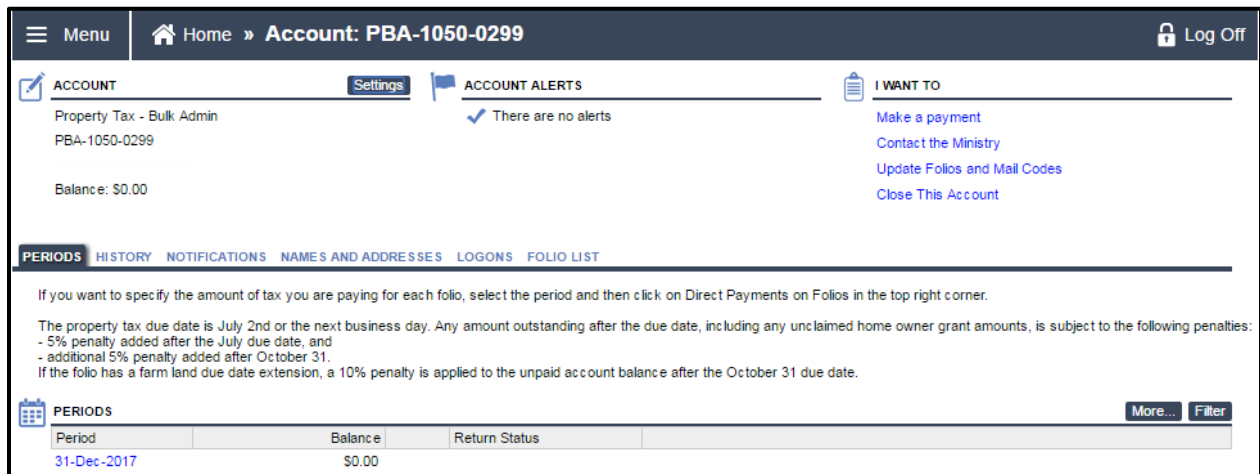
ALERTS I WANT TO
Add Access to Additional Account
Contact the Ministry

ACCOUNTS HISTORY NOTIFICATIONS NAMES AND ADDRESSES

MY ACCOUNTS More...

Property Tax - Bulk Admin	PBA-1050-0299	TESTING TAXPAYER	\$0.00
---------------------------	---------------	------------------	--------

2. On the **Account** window, you can see the active **Periods** for this account. Under the **I WANT TO** panel there are four hyperlinks: **Make a payment**, **Contact the Ministry**, **Update Folios and Mail Codes** and **Close This Account**.



Menu Home » Account: PBA-1050-0299 Log Off

ACCOUNT Settings ACCOUNT ALERTS I WANT TO
Property Tax - Bulk Admin There are no alerts
PBA-1050-0299
Balance: \$0.00
Make a payment
Contact the Ministry
Update Folios and Mail Codes
Close This Account

PERIODS HISTORY NOTIFICATIONS NAMES AND ADDRESSES LOGONS FOLIO LIST

If you want to specify the amount of tax you are paying for each folio, select the period and then click on Direct Payments on Folios in the top right corner.

The property tax due date is July 2nd or the next business day. Any amount outstanding after the due date, including any unclaimed home owner grant amounts, is subject to the following penalties:
- 5% penalty added after the July due date, and
- additional 5% penalty added after October 31.
If the folio has a farm land due date extension, a 10% penalty is applied to the unpaid account balance after the October 31 due date.

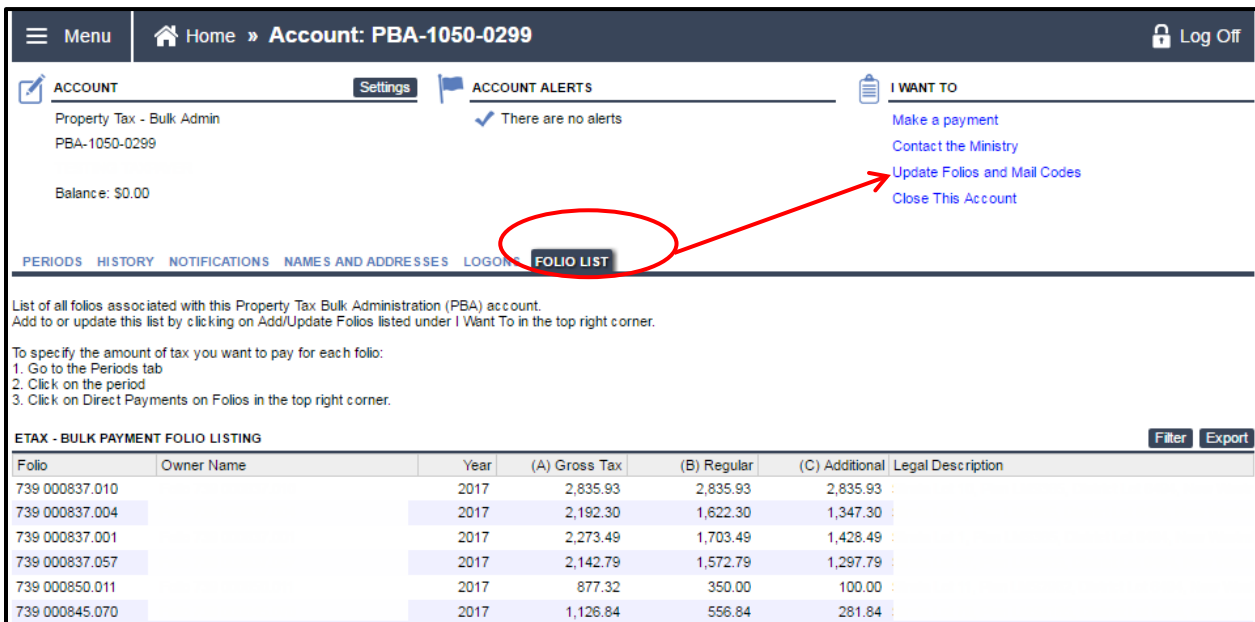
PERIODS More... Filter

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

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Folio List

1. Position on the **FOLIO LIST** tab on the **Account** level. If you want to **Add** or **Update** select on the **Update Folios and Mail Codes** hyperlink within the **I WANT TO** section.



The screenshot shows the TACS web application interface for account management. The top navigation bar includes 'Menu', 'Home » Account: PBA-1050-0299', and 'Log Off'. Below this, there are three main sections: 'ACCOUNT', 'ACCOUNT ALERTS', and 'I WANT TO'. The 'ACCOUNT' section shows 'Property Tax - Bulk Admin' and 'PBA-1050-0299'. The 'ACCOUNT ALERTS' section shows 'There are no alerts'. The 'I WANT TO' section contains links for 'Make a payment', 'Contact the Ministry', 'Update Folios and Mail Codes', and 'Close This Account'. A red circle highlights the 'FOLIO LIST' tab in the bottom navigation bar, and a red arrow points from it to the 'Update Folios and Mail Codes' link in the 'I WANT TO' section.

PERIODS HISTORY NOTIFICATIONS NAMES AND ADDRESSES LOGON **FOLIO LIST**

List of all folios associated with this Property Tax Bulk Administration (PBA) account.
Add to or update this list by clicking on Add/Update Folios listed under I Want To in the top right corner.

To specify the amount of tax you want to pay for each folio:
1. Go to the Periods tab
2. Click on the period
3. Click on Direct Payments on Folios in the top right corner.

ETAX - BULK PAYMENT FOLIO LISTING Filter Export

Folio	Owner Name	Year	(A) Gross Tax	(B) Regular	(C) Additional	Legal Description
739 000837.010		2017	2,835.93	2,835.93	2,835.93	
739 000837.004		2017	2,192.30	1,622.30	1,347.30	
739 000837.001		2017	2,273.49	1,703.49	1,428.49	
739 000837.057		2017	2,142.79	1,572.79	1,297.79	
739 000850.011		2017	877.32	350.00	100.00	
739 000845.070		2017	1,126.84	556.84	281.84	



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Add/Update Folios

- To **Add** a **Folio Number** click on the blank row at the bottom, and enter the **Folio** and/or **Parcel Identifier (PID)** number, once completed select the **Submit** button.

1. Manage Folios

Manage Folios

Changes will auto-save as you are working. Only click the Save button if you want to exit this screen and save your work to finish it later.
 To add a row to include a folio, click on a blank row at the bottom of the screen. You MUST enter the folio number and/or PID number.
 The owner name and address will populate automatically based on the folio number or PID entered. This information will appear when you click Submit.
 If the folio number or PID do not match a rural folio, you will not be able to Submit the list.
 To change a mortgage number, click on the mortgage number and enter the new one.
 To delete a row to remove a folio, click on the red X for that row.
 All errors must be corrected before you can submit your changes.

MANAGE FOLIOS

Export

Filter	Folio Number	Mortgage Number	PID	Owner Name	Address	Legal Description
	739 000837.010		017-774-128			
	739 000837.004		017-774-055			
	739 000837.001		017-774-021			
	739 000837.057		017-774-934			
	739 000850.011		023-910-658			
	739 000845.070		023-255-617			
	<input type="text"/>					

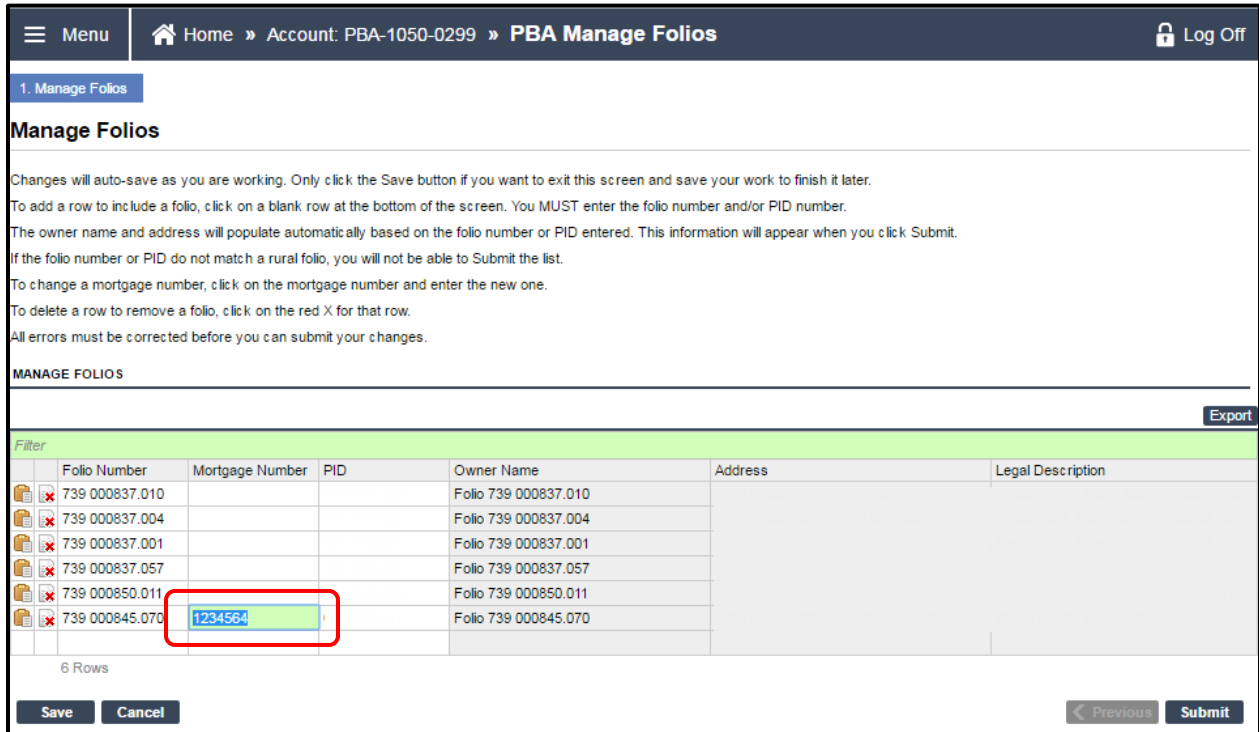
8 Rows

Save Cancel Previous Submit



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- To **change** a **Mortgage Number**, select the mortgage number and enter a new one and then select the **Submit** button.



Menu Home » Account: PBA-1050-0299 » PBA Manage Folios Log Off

1. Manage Folios

Manage Folios

Changes will auto-save as you are working. Only click the Save button if you want to exit this screen and save your work to finish it later.
 To add a row to include a folio, click on a blank row at the bottom of the screen. You MUST enter the folio number and/or PID number.
 The owner name and address will populate automatically based on the folio number or PID entered. This information will appear when you click Submit.
 If the folio number or PID do not match a rural folio, you will not be able to Submit the list.
 To change a mortgage number, click on the mortgage number and enter the new one.
 To delete a row to remove a folio, click on the red X for that row.
 All errors must be corrected before you can submit your changes.

MANAGE FOLIOS

Export

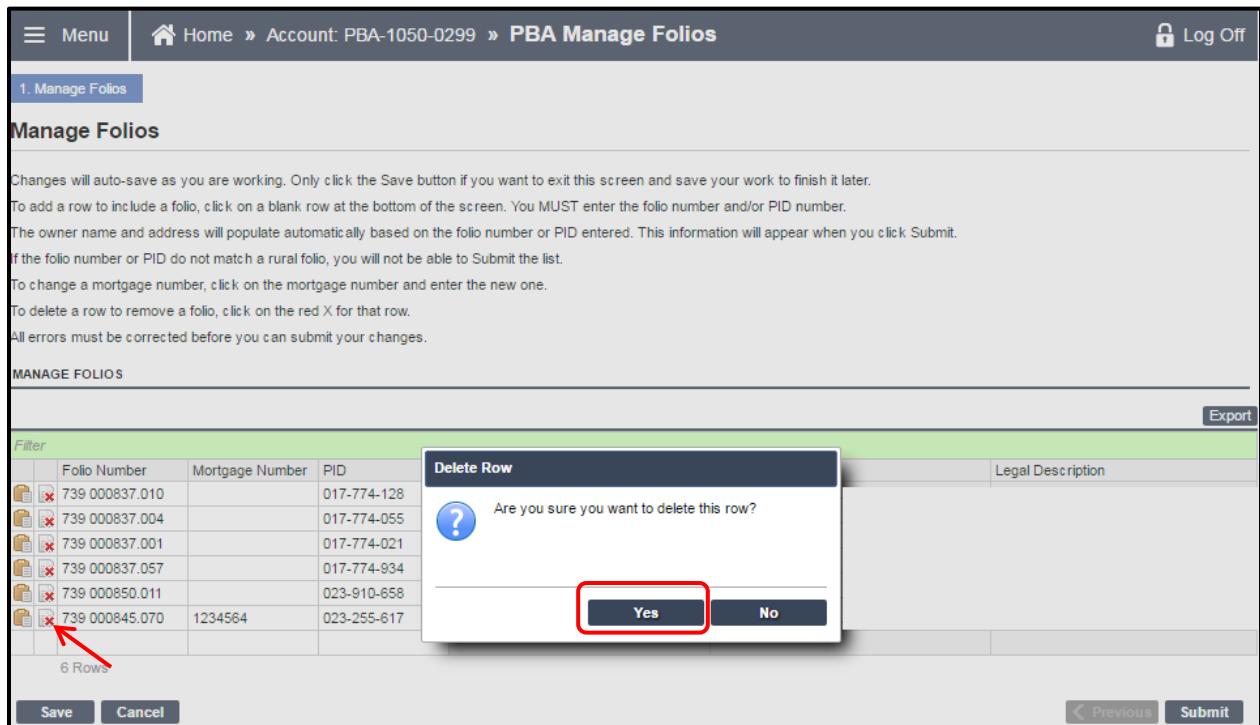
Filter						
	Folio Number	Mortgage Number	PID	Owner Name	Address	Legal Description
	739 000837.010			Folio 739 000837.010		
	739 000837.004			Folio 739 000837.004		
	739 000837.001			Folio 739 000837.001		
	739 000837.057			Folio 739 000837.057		
	739 000850.011			Folio 739 000850.011		
	739 000845.070	1234564		Folio 739 000845.070		

6 Rows

Save Cancel Previous Submit

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- To **delete** a row click the red X for that row, once selected a **Delete Row** modal window will appear; select **Yes** to delete the row and then select the **Submit** button.



The screenshot shows the 'PBA Manage Folios' interface. A modal dialog box titled 'Delete Row' is open, asking 'Are you sure you want to delete this row?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box. A red arrow points to the red 'X' icon in the first column of the table row for folio number 739 000845.070.

	Folio Number	Mortgage Number	PID	Legal Description
	739 000837.010		017-774-128	
	739 000837.004		017-774-055	
	739 000837.001		017-774-021	
	739 000837.057		017-774-934	
	739 000850.011		023-910-658	
	739 000845.070	1234564	023-255-617	



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Once you select the **Submit** button after managing the PBA Folios, a **CONFIRMATION** window will appear, explaining that your request has been submitted. This page will give you 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. Select the **OK** button.

Menu Home » Account: PBA-1050-0299 » PBA Manage Folios » Confirmation Log Off

CONFIRMATION

Confirmation

Your PBA Manage Folios has been submitted and your confirmation number is 0-223-666-176. 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	0-223-666-176
Logon	TEST
Name	Property Tax - Bulk Admin
Submitted Date	24-Jan-2017 13:00:38

0.00

Ok Print Confirmation

If you have any question please contact the Surveyor of Taxes office in Victoria at (250) 356-5495 or toll free 1 888 355-2700 and request a transfer to (250) 356-5495.





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Direct Payments on Folios

1. From the **Account** level, click on the **Period** hyperlink.

The screenshot shows the 'Account: PBA-1050-0299' page. The 'PERIODS' section contains a table with the following data:

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

2. Once positioned on the **Period** level, click on the **Direct Payments on Folios** hyperlink within the **I WANT TO** section.

The screenshot shows the 'Period: 31-Dec-2017' page. In the 'I WANT TO' section, the 'Direct Payments on Folios' link is highlighted with a red box.



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- The folios that you are responsible for paying will display in a list. Select **(A) Gross Tax**, **(B) Regular**, **(C) Additional** or **Other** depending on the payment amount for each folio. Once completed click the **Submit** button.

Menu
Home » Account: PBA-1050-0299 » 31-Dec-2017 » PBA Direct Payment
Log Off

PAYMENT DIRECTIONS FOR THE PROPERTY TAX BULK ADMINISTRATION (PBA) ACCOUNT

This list only displays folios with an amount due by the indicated due date or the next business day. The amounts in columns A, B and C may differ based on home owner grant eligibility.
Your payment must match the Total Payment Due.
 If your payment does not match, it may cause delays and penalties may apply.
 Your work will auto-save as you complete it.

Total Payment Due Export

Filter											
Folio Id	Mortgage Number	Owner Name	(A) Gross Tax	(B) Regular	(C) Additional	A	B	C	Other	Payment	Legal Description
739 000837.010			2,835.93	2,835.93	2,835.93	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2,835.93	
739 000837.004			2,192.30	1,622.30	1,347.30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	1,622.30	
739 000837.001			2,273.49	1,703.49	1,428.49	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	1,428.49	
739 000837.057			2,142.79	1,572.79	1,297.79	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	750.00	
739 000850.011			877.32	350.00	100.00	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	350.00	
739 000845.070			1,126.84	556.84	281.84	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	556.84	

6 Rows

Submit Save and Finish Later Cancel





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Once you select the **Submit** button on the **PAYMENT DIRECTIONS FOR THE PROPERTY TAX BULK ADMINISTRATION (PBA) ACCOUNT** window, a **CONFIRMATION** window will appear explaining that your request has been submitted. This page will give you 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. Select the **OK** button.

Menu Home » Account: PBA-1050-0299 » 31-Dec-2017 » PBA Direct Payment » Confirmation Log Off

CONFIRMATION

Confirmation

Your **PBA Payment Directions** have been submitted and your confirmation number is **0-716-017-664**. 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.

Please include your PBA account number (shown below) when paying by cheque or EFT.

Request Information

Status	Pending
Confirmation Number	0-716-017-664
Logon	TEST
Name	
Property Tax - Bulk Admin	PBA-1050-0299
Period	31-Dec-2017
Submitted Date	24-Jan-2017 13:25:11
Total Payment Due	7,543.56

Ok Print Confirmation

If you have any question please contact the Surveyor of Taxes office in Victoria at (250) 356-5495 or toll free 1 888 355-2700 and request a transfer to (250) 356-5495.



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Making a Payment with a PBA account

You can make a payment through eTaxBC for Property Tax Bulk Administration accounts.

1. From the **PBA Account** window, under the **I WANT TO** section, select the **Make a payment** hyperlink.

The screenshot shows the eTaxBC interface for a PBA account. The account name is PBA-1050-0299. The 'I WANT TO' section contains several links, with 'Make a payment' highlighted in red. Below this, there is a 'PERIODS' section with a table showing the current period as 31-Dec-2017 with a balance of \$0.00.

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

TACS updates may become outdated and are intended for Reference Use only. Please verify the publish date in the footer and check with your TACS Ministry Team Lead to confirm any changes in processes or procedures.

2. Enter the **Branch Number**, **Institution Number**, and the **Account Number**. The **Bank Name** will auto populate based on this information. Enter the **Amount** of the payment and click **Submit**.

The first time you set up a Payment Channel, you will be prompted to sign the PAD agreement. Please see the Ministry of Finance FAQs on the [website](#) to read more about PAD payments. The information in the screenshot is fictitious data.

Menu
Home » Account: PBA-1050-0299 » 31-Dec-2017 » Period Payment
Log Off

<p>PERIOD 31-DEC-2017</p> <p>Property Tax - Bulk Admin PBA-1050-0299</p> <p>2699 BLANSHARD ST VICTORIA BC V8T 4J5</p>	<p>PAYMENT CHANNEL</p> <p style="text-align: center;">See example</p> <p>Branch Number <input type="text" value="99560"/></p> <p>Institution Number <input type="text" value="004"/></p> <p>Bank Name</p> <p>Account Number <input type="text" value="1234567"/></p> <p>Confirm Account Number <input type="text" value="1234567"/></p> <p>Use default name <input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p>Name</p>	<p>PAYMENT</p> <p>Payment Type <input type="text" value="Account Payment"/></p> <p>Payment Date <input type="text" value="25-Jan-2017"/></p> <p>Amount <input type="text" value="7,543.56"/></p> <p>Confirm Amount <input type="text" value="7,543.56"/></p>
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PRE-AUTHORIZED DEBIT (PAD) AGREEMENT

When you created this payment channel you agreed to the terms and conditions of the Pre-Authorized Debit Agreement. You can review that agreement here:
[Pre-Authorized Debit Agreement](#)

PAYMENT PROCESSING

You have selected **January 25, 2017** as the payment date for this payment. Per CPA rules, we cannot process this payment until **January 30, 2017**. Your payment will be posted to your account on the payment date you have selected, **January 25, 2017**.

I hereby authorize the Ministry of Finance, British Columbia to debit my account for the amount of \$7,543.56 on January 30, 2017.



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Once you have selected the **Submit** button, a **CONFIRMATION** window will appear explaining that your request has been submitted. This page will give you 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. Select the **OK** button.

CONFIRMATION

Confirmation

Your **Pre-Authorized Debit Payment** has been submitted and your confirmation number is 0-311-394-304. 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.

You have selected January 25, 2017 as the payment date for this payment. Per CPA rules, we cannot process this payment until January 30, 2017. Your account will be credited with this payment on the payment date you have selected, January 25, 2017.

Request Information

Status	Pending
Confirmation Number	0-311-394-304
Logon	TEST
Name	
Property Tax - Bulk Admin	PBA-1050-0299
Period	31-Dec-2017
Submitted Date	25-Jan-2017 08:21:30
Payment Amount	8,000.00
Payment Date	25-Jan-2017
Bank	
Bank Account Number	

Ok **Print Confirmation**

If you have any question please contact the Surveyor of Taxes office in Victoria at (250) 356-5495 or toll free 1 888 355-2700 and request a transfer to (250) 356-5495.