

## Payment Information

Make your cheque payable to the **Tsawout Property Taxation**.  
Please write your folio (account) number on the memo portion  
Of the cheque and enter the amount of the payment enclosed on the front of  
the payment remittance portion of the Tax Notice.

Make your payment at:  
**Tsawout First Nation**  
**Administration office**  
**7728 Tetayut Road**  
**Saanichton, B C V8M2C3**

Payment made from outside Canada must be issued from a  
Canadian correspondent bank in Canadian funds.

### **Payment Not Reflected**

Recent payments may not be reflected on this tax notice.

### **How to Avoid Penalties**

Ensure your payment and/or Grant Applications are received on or before  
the due date. Penalties will be charged on unpaid taxes and unclaimed Grant  
amounts.

### **Payments:**

Are applied First – to taxes, including interest, from previous taxation years,  
Second – to a penalty added in the current taxation year, Third – to unpaid  
taxes for the current taxation year.

Cheques may be post-dated to the due date.

Mail lost or delayed by post office will be assessed the penalty as the  
postmark will not be accepted as proof of payment by due date.

Non-negotiable Cheques will incur a \$20.00 service charge.

### **Multiple Owners**

One (registered) owner will receive a tax notice reflecting the full tax  
amount billed. Have one owner remit one cheque for the full amount billed  
to avoid duplicate payments.

### **Recently Sold Property**

New owner(s) are responsible for their property taxes, by the due date  
whether they receive a tax notice or not.

### **Other payment Options:**

Payment can be made in cash, cheque, money order or bank draft.

**Debit or credit cards are not currently accepted at this time.**

### **Collection Proceedings for Delinquent Taxes**

On August 2 of the current year for which taxes are imposed, demand for payment and notice of enforcement proceedings may begin.  
Taxes are due and payable on July 2, if the taxes are not paid on that date: a lump sum penalty charge shall be levied on the unpaid amount  
equal to 10 percent (10%) of the unpaid taxes and unclaimed home owner grant amounts. This new amount shall also bear interest after the  
day it is imposed at a rate equivalent to (1.5%) above the average prime rate of the Bank of Montreal in effect on April 1, July 1, October 1  
and January 1 in each taxation year.

### **Tax Levy Information**

Tax rates are:

Dependent on the annual funding requirement of the taxing jurisdiction, such as user fees, improvements, administration.

Set by the Tsawout First Nation.

### **Grant**

The enclosed brochure explains Tsawout First Nations current Grant and the eligibility requirements.

If you are eligible for the grant, please complete and sign the application below. The deadline is **December 31<sup>st</sup>** in the year which the taxes  
are payable.

### Additional Instructions

#### **Pending Assessment Changes**

A change in your assessment may result in issuance of a  
Notice of Revised Taxes after this billing.

If you expect a decrease in assessment:

The amount shown on this notice is still due and payable  
by the tax due date.

Your account will be adjusted when the revised  
information is received from BC Assessment Authority.

Any unpaid balance remaining after the revised  
assessment is processed will be charged a penalty.

Credit balances of \$100 or greater resulting from an  
assessment decrease will be automatically refunded.

Balances under \$100 will be credited to your account.

If you expect an increase in assessment, you must still pay  
the amount shown by the tax due date penalty will be  
charged on any outstanding tax amount.

#### **Refunds**

Overpayment of \$100 or more will be refunded. If the  
overpayment is less than \$100, it will be applied to future  
property taxes unless a refund is requested in writing.

#### **Mortgages**

If your taxes are paid through your Financial Institution, please  
advise them to contact the Tsawout First Nation. If you qualify for  
a Grant, you must fill out and return the form below, also indicate  
which Financial Institution will be remitting your taxes to the  
Tsawout First Nations on your behalf.

#### **Minimum Taxes Due**

For residential Class 1 properties in the current year, property taxes  
must be at least \$350 before claiming a Grant or at least \$150  
before claiming an "over 65 or Disability Grant". For all other  
Classes of properties, taxes due are set at minimum of \$150.

#### **Verification**

The Tsawout First Nation collector will require satisfactory  
documentation evidence showing eligibility of the applicant or the  
residence, for crosschecking purposes. It is an offence to make  
false application for a Grant or the Over 65 or Disability Grant;  
eligibility will be verified.

#### **Recently Sold Property**

If this property has been recently sold, please forward this notice to  
the new owner(s) so that late penalties may be avoided. Taxes are  
not Pro-rated.

<b>Application for Grant, (print name in full)</b>	<b>Folio #</b>	<b>Year</b>
I, _____ certify that I am the lessee occupier for the current year on this notice, that the building(s) located on this property is(are) occupied by me as my principal residence. Neither my spouse nor I have applied or will apply for or receive a Home Owner Grant on any other residence in the Province of BC during this calendar year, and to the best knowledge, no other person has received a Grant on this property.		
<b>Sign here</b>	<b>Phone #</b>	<b>Date of Application</b>
<b>Address of Residence</b>		

### **Over 65 or Disability Grant or Other - Photocopy of I.D. required**

I am eligible for this Grant for the reason, which follows:

I am or will be 65 or over during the calendar year.  
Or

I have provided the Band's Collector with the required medical certificate that:

- I am a handicapped person, or
- A handicapped spouse or relative resides with me.

I am a registered Status Indian under the Indian Act and reside on the reserve as indicated on the tax notice.  
**My band is \_\_\_\_\_ and**  
**Registration number is \_\_\_\_\_.**

**I understand that the collector may require documentation necessary to establish my eligibility for the grant. I also understand that the collector may confirm my age and address with the Insurance Corporation of British Columbia.**

<b>I was born on</b>
/ /
<b>Year Month Day</b>