

HOW TO: PROPERTY TAXES

DUE DATE: July 2, 2024



TOWN OF
COMOX

Unpaid Property Tax balances after the due date (includes unclaimed Home Owner Grants) incur a 10% penalty.

STEP 1: APPLY FOR HOME OWNER GRANT

You must apply every year, if eligible



→ **ONLINE:** Search "BC Home Owner Grant" **OR** gov.bc.ca/homeownergrant

→ **PHONE:** 1 – 888 – 355 – 2700

→ **IN PERSON:** Service BC at 2500 Cliffe Avenue, Courtenay

YOU WILL NEED:

→ Jurisdiction: **412**

→ Roll Number: #####.### From Property Tax Notice, requires 8 digits.
(Add zeros to front if needed. For example: 00123.456)

→ **Your Birth Date & Social Insurance Number**

STEP 2: PAY MUNICIPAL TAXES AND/OR UTILITIES

If deferring municipal property taxes, only pay the MUNICIPAL UTILITIES amount on the Property Tax Notice.

MY PROPERTY TAXES ARE PAID:

→ PAY MUNICIPAL TAXES & UTILITIES

(Some mortgage companies make this payment on your behalf, if you are unsure, please contact them)

MY PROPERTY TAXES ARE DEFERRED:

→ PAY MUNICIPAL UTILITIES (*Payment options below*) & APPLY or RENEW (*except AUTO-RENEWAL clients*)

CONTACT INFORMATION TO APPLY or RENEW FOR PROPERTY TAX DEFERRAL:

→ **ONLINE:** Search "BC Property Tax Deferment" **OR** gov.bc.ca/propertytaxdeferment

→ **PHONE:** 1 – 888 – 355 – 2700

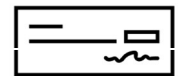
→ **IN PERSON:** Service BC at 2500 Cliffe Avenue, Courtenay

PAYMENT OPTIONS: (*detailed instructions on reverse*)

IN PERSON:

→ Cash, Cheque, or Debit (bank card)

→ 1809 Beaufort Avenue, Comox (at Wilcox and Beaufort – you can park in front of Town Hall)



ONLINE:



→ PAY THROUGH YOUR BANK: Add us as a PAYEE on your online banking website. Search: Comox
Select: COMOX (TOWN OF) Property Tax. (*Detailed instructions on reverse.*)

→ PAY WITH A CREDIT CARD: At comox.ca, under 'I want to' Select 'Pay for...' Click 'Property Taxes' and
Register or Log in for Online Service. (*Detailed instructions on reverse.*)



DETAILED PAYMENT INSTRUCTIONS

It can take up to 5 business days for online bank payments to be received, please do not wait until the last day.

Unpaid Property Tax balances after the due date (includes unclaimed Home Owner Grants) incur a 10% penalty.

IN PERSON: Town Hall, at 1809 Beaufort Avenue, is open Monday to Friday 8:30 am to 4:30 pm
→ Cash, cheque, or debit card (bank card).
(Please ensure the daily limit/transaction limit is high enough to cover the payment.)

POST-DATED

CHEQUE: Drop off in person at 1809 Beaufort Ave, Monday to Friday 8:30 am to 4:30 pm
Mail to: Town of Comox, 1809 Beaufort Ave, Comox, BC V9M 1R9


Cheque Information:

1. Payable to: Town of Comox
2. Dated July 2, 2024 or before
3. Roll Number, from the Property Tax Notice, on the Memo line
4. If not already there, please add your phone number, just in case.

ONLINE BANKING:

1. Log in to your online banking website, Add a Payee, Search '**Comox**'
2. Select "COMOX (TOWN OF) Property Tax" *(even if you are only paying utilities)*
3. Your Account Number is your Roll Number (from the Property Tax Notice). Some banks require up to 12-digits for an account number, if you are having difficulties, try entering zeros in front of the Roll Number. Example: 000000123456.
4. The funds must be received in our account dated no later than July 2, 2024, to avoid the 10% late penalty.
(NOTE: It can take up to 5 days for the funds to be received in our account.)

CREDIT CARD: If you have not previously set up an online account, you need to Register first

1. Visit Comox.ca, under 'I Want To' click 'Pay for...', select Property Taxes
2. Click the 'Register or Log in for Online Service' box – its blue.
3. If you have an account already, **Log in**, if not **Register**
4. To Register, enter your Name, Email, and create a Password
5. Once registered, Log in and select Property Tax
6. Add your Property Tax account using your **ROLL NUMBER and ONLINE SERVICE ACCESS CODE** – both found on the Property Tax Notice
7. Select the Property Account (Roll Number) to view your Property Tax Notice
8. Enter the amount you are paying then click the shopping cart icon 
9. Click 'Go to Cart'. Add your Credit Card information. Select 'Checkout for \$####.##'

Please Note: there is a \$0.30 plus 2.9% convenience fee added to Credit Card transactions.