

# PROPERTY TAXES

**DUE DATE: July 2, 2026**



TOWN OF  
**COMOX**

*Unpaid property tax balances after the due date (including unclaimed Home Owner Grants) are subject to a 10% penalty.*

## **STEP 1: APPLY FOR HOME OWNER GRANT**

*You must apply every year if eligible.*

### **WAYS TO APPLY:**

- **Online:** Search “BC Home Owner Grant” **OR** visit [gov.bc.ca/homeownergrant](http://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, pay only the **SUBTOTAL MUNICIPAL UTILITIES** amount on the Property Tax Notice.*

If your property taxes are paid (**not deferred**):

➔ **Pay SUBTOTAL CURRENT TAX plus SUBTOTAL MUNICIPAL UTILITIES**

*(Some mortgage companies pay on your behalf – confirm with them if unsure.)*

If your property taxes are **deferred**:

➔ **Pay** only the **SUBTOTAL MUNICIPAL UTILITIES** amount *(Payment options on reverse.)*

➔ **Apply or Renew** your Property Tax Deferral *(unless enrolled in AUTO-RENEWAL)*

### **To Apply or Renew Property Tax Deferral:**

→ **Online:** Search “BC Property Tax Deferral” **OR** visit [gov.bc.ca/propertytaxdeferral](http://gov.bc.ca/propertytaxdeferral)

→ **Phone:** 1 – 888 – 355 – 2700

→ **In Person:** Service BC at 2500 Cliffe Avenue, Courtenay

**DETAILED PAYMENT 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:



**Location:** 1809 Beaufort Avenue, Comox (corner of Wilcox & Beaufort)

**Hours:** Monday to Friday 8:30 am to 4:30 pm

**Accepted:** 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 or mail to: Town of Comox, 1809 Beaufort Ave, Comox, BC V9M 1R9

*(Please note, postmarks will not be accepted as date of payment)*

*Cheque should be:*

1. **Payable to:** Town of Comox
2. **Dated:** July 2, 2026 or before
3. **Include Roll Number** (from the Property Tax Notice) on the Memo line
4. Add your phone number in case we need to contact you.

### ONLINE BANKING:




1. Log in to your online banking
2. Add a payee → Search: **Comox**
3. Select: **COMOX (TOWN OF) Property Tax** (*even if only paying Municipal Utilities*)
4. Use your Roll Number (from the Property Tax Notice) as the account number.  
**If your bank requires 12-digits, add leading zeros. Example: 000000123456.**
5. Important: Payments must be **received** (not just sent) by **July 2, 2026**.  
**Allow a minimum of 5 business days when paying online.**

### CREDIT CARD:

*there is a \$0.30 plus  
2.9% convenience fee*



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

1. Visit **Comox.ca** → **I Want To** → **Pay for...** → **Property Taxes**
2. Click **Register or Log in for Online Service** – it's blue.
3. If new, register with your **name, email, and password** (*you create the password*)
4. Log in and add your account using:
  - **ROLL NUMBER**
  - **ONLINE SERVICE ACCESS CODE** – *both from the Property Tax Notice*
5. Select the Property Account
6. Enter payment amount → click  → Go to Cart
7. Add Credit Card information and **Checkout**