



# PAYING YOUR PROPERTY TAXES

## Ways to pay your taxes

Any payments received at the Saanich Municipal Hall after July 4 will be subject to penalty, including payments made by mail, drop box, and bank payment. We encourage you to use one of the payment methods below.



**Online banking:** Pay through your financial institution's online banking system.



**1. LOG ON** to your financial institution to add a payee.



**2. SEARCH** for Saanich and select "District of Saanich - taxes" or "Saanich tax".



**3. USE THE NINE DIGIT FOLIO NUMBER** on the front of your Property Tax Notice as the account number (no dashes).



**4. MAKE PAYMENT** prior to your bank's local daily cutoff time. Retain receipt for proof of payment. Payment made to the wrong municipality will result in a penalty if not corrected before the due date.



**In person at the Municipal Hall:** Open Mon–Fri 8:30 a.m. to 4:30 p.m. Bring your Tax Notice and payment to the Municipal Hall.

You can pay by (*credit cards are not accepted*):

- Cash
- Debit: Check with your card provider to see if you have a daily limit.
- Cheque: Make cheque payable to District of Saanich.



**Drop box:** There is a secure slot at the entrance of the Municipal Hall. Access this entrance off of the parking lot. The drop box is available 24/7 for non-cash payments.



**By mail:** Mail your cheque and bottom portion of your tax notice to our office.



**Visit your bank:** Make sure to get proof of on-time payment (with date and time). Please contact your financial institution for hours of operation and local cut-off times.

**Have you registered for mySaanich yet?**

mySaanich is an online service that allows you to access information about your Saanich accounts (property tax, utility billing, dog licence and business licence) in one easy location. **Once registered, you can view current and historical assessment information, balance on accounts, and financial transaction information.** You can also opt to go paperless for your utility bills.

To register, you need your **folio number** and **access code** provided on your **property tax notice or your applicable bill**. Register today at [saanich.ca/mysaanich](http://saanich.ca/mysaanich).

**JULY 4, 2023**

**Property taxes and home owner grant applications are due**

Unclaimed home owner grants are considered to be unpaid taxes and are subject to penalty.

## How to claim your home owner grant

**Apply for your home owner grant with the Province.**

**Online at:**

[gov.bc.ca/homeownergrant](http://gov.bc.ca/homeownergrant)  
or by phone 1-888-355-2700.

## Prepay your 2024 taxes

Enrol in the Pre-Authorized Payment Plan to have monthly property tax payments automatically withdrawn from your bank account.

Please see the enclosed application form with more information. If you are already enrolled in the plan, there is no need to re-apply.

## Late penalties

Please ensure your property taxes are paid and your home owner grant is claimed by **July 4, 2023** to avoid a 5% penalty. A second 5% penalty will be added on any unpaid balances and unclaimed home owner grants after **September 1, 2023**.

### Penalty on unpaid taxes for all assessment classes

After July 4, 2023	5%
After September 1, 2023	5%