



# PAYING YOUR PROPERTY TAXES

## Ways to pay your taxes

Payments received at the Saanich Municipal Hall after July 2 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:** Online banking is encouraged. You can pay through your financial institution's online banking system using the Folio Number located at the top left of your tax notice as the account number. Check your institution's local cut-off time to ensure payment is received by **July 2, 2024**.



**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. Ensure payment is received in the drop box before midnight on July 2, 2024.



**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.



**Prepay your 2025 taxes:** Enrol in the Pre-Authorized Payment Plan to have monthly property tax payments automatically withdrawn from your bank account. Prepayment interest is paid on the tax account credit balance as of April 30 each year.



## How to claim your home owner grant

Apply for your home owner grant with the Province online: [gov.bc.ca/homeownergrant](http://gov.bc.ca/homeownergrant) or by phone 1-888-355-2700.

## PROPERTY TAXES ARE DUE JULY 2, 2024

**A 5% penalty will be applied to unpaid current taxes after July 2, 2024. An additional penalty of 5% will be applied after September 3, 2024.**

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

**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. **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).