

INSTRUCTIONS TO THE TAXPAYER
TAXES DUE JULY 2, 2025

PAYING YOUR TAXES

To avoid penalties, payment in full must be received by July 2, 2025 using any of the following options:

1. By Interac e-Transfer

- You can send your email transfer to: propertytax@twnation.ca
- Please make sure to include your Folio Number in the Message section in the e-Transfer.
- Please note there may be daily limits on the amount you can send in an Interac e-Transfer. Please contact your bank for more info.
- If you are being asked to submit a security Q&A, please **do not proceed** and consider a different payment option.

2. By Mail (cheque or money order only)

- Please mail early to allow adequate mailing time. **Mail lost or delayed by the post office will be subject to late penalty and interest.**
- To avoid lost or delayed mail, consider paying using e-Transfer or using the 24-hour letter box.
- Canada Post postmarks are **NOT** proof of on-time payment.
- Cheques post-dated to July 2, 2025 are accepted.
- Please note your Folio No. on the “Memo” section of your cheque.
- Make cheques payable to **TSLEIL-WAUTUTH NATION** and mail it along with the bottom portion of this notice to:

Tsleil-Waututh Nation
3178 Alder Court
North Vancouver, BC V7H 2V6

- Dishonoured cheques will incur a service charge and the applicable late payment penalty and interest.

3. Using 24-hour Letter Box (cheque or money order only)

- Pay by 24-hour letter box located at the main entrance.
- No cash payments will be accepted through the letter box.

4. At Royal Bank of Canada (for RBC customers only)

- RBC customers may pay their taxes in person or through Internet/ Telephone Banking.
- Your Folio Number is used for your account number.
- Please contact RBC for more information about this service.

5. Taxes Paid by Mortgage Companies

Some mortgage payment plans pay the homeowner's property tax bill as part of the mortgage agreement. Please check with your mortgage company to ensure that you do not pay twice.

PENALTY& INTEREST

1. Penalty on Unpaid Tax Balances

10% penalty will be applied to unpaid tax balances after July 2, 2025.

2. Interest Charges

Unpaid taxes and arrears are subject to daily interest at a rate of 15% annually until the property taxes are paid in full.

3. Avoid Penalties and Interest

- Pay your taxes by the due date.
- Claim your Home Owner Grant if eligible by the due date.

HOME OWNER GRANT

The Home Owner Grant is part of your property tax payment and you must claim your grant, if eligible, by the tax due date each year to avoid penalty and interest. Claiming the Home Owner Grant reduces the tax balance. The payment options detailed on the front of this notice indicate the amount payable after claiming the applicable grant.

1. Eligibility Requirements

Read explanatory notes below. If eligible, complete and submit the application on the front of this notice. You may qualify for either the basic grant or the additional grant **but not both**.

You may be required to submit additional documentation to establish your eligibility. Home owner grants are audited for up to seven years to ensure applicants are eligible for the grants they receive.

Basic Grant

- The maximum Home Owner Grant is \$570.00. The Home Owner Grant cannot reduce the taxes payable below the minimum amount of \$350.00.
- To qualify, you must be a Canadian citizen or permanent resident and live in BC; and
- You must be the registered owner of the home on which the grant is being claimed and you must occupy the home as your principal residence when you apply for the grant.

Additional Grant

- The maximum Additional Grant is \$845.00. The Additional Grant cannot reduce the taxes payable below the minimum amount of \$100.00.
- To qualify, you must meet the criteria for the basic grant, and satisfy one of the following criteria:
 - You are a senior aged 65 or older this year,
 - You receive provincial disability assistance, hardship assistance or a supplement under the *Employment and Assistance for Persons with Disabilities Act*,
 - You do not receive assistance as above, but you are a person with disabilities or you are living with a spouse or relative with disabilities (supporting documents required),
 - You are a surviving spouse of a veteran who received a War Veterans Allowance, or
 - You are a spouse or relative of a deceased owner who passed away this year and the owner would have been eligible as a senior or a person with disabilities and the property is still your principal residence.

2. Complete Your Application in Full Each Year

If eligible, you must fully complete and sign the application each year. An incomplete grant application cannot be processed and will result in a penalty.

3. Claim Your Grant by the Due Date

An unclaimed or incomplete grant application is deemed unpaid taxes and is subject to penalty and interest.

4. Taxes Paid by Mortgage Companies

If your taxes are paid by a mortgage company, you must **apply separately** for the Home Owner Grant by submitting your application to the Tsleil-Waututh Administration Office (by using 24-hour drop box or online) by July 2, 2025 to avoid penalty and interest. **Do NOT send your grant application to your mortgage company.**

If eligible, apply for the Home Owner Grant online at <https://homeowner.smartgroupsoftware.com> or complete and sign the application ON REVERSE and submit by JULY 2, 2025 to avoid penalty and interest (see enclosure).

To qualify for the Home Owner Grant, you must:

- be a Canadian citizen or permanent resident of Canada, and
- live in BC, and
- occupy this residence as your principal residence.

Complete section 1 to apply for the basic home owner grant amount.

Complete sections 1 and 2 to apply for the additional grant amount.

1. BASIC GRANT ELIGIBILITY - I qualify for the home owner grant and:

- ☐ I am the registered owner of the residence, or the spouse or relative of the deceased owner and at the date the owner passed away we both occupied this residence as our principal residence.

2. ADDITIONAL GRANT ELIGIBILITY - I also qualify for the additional grant amount as [check (✓) only one below]:

- ☐ (a) I am a senior aged 65 or older this year, or
- ☐ (b) I receive provincial disability assistance, hardship assistance or a supplement under the *Employment and Assistance for Persons with Disabilities Act* [If this is your first year applying for this residence, provide supporting documentation such as a copy of your Confirmation of Assistance from the Ministry of Social Development and Poverty Reduction], or
- ☐ (c) I do not receive assistance as above, but I am a person with disabilities or I am living with a spouse or relative with disabilities [If this is your first year applying for this residence, attach a completed Form B – Certificate of Physician and Property Owner], or
- ☐ (d) I am a surviving spouse of a veteran who received a War Veterans Allowance, or
- ☐ (e) I am a spouse or relative of a deceased owner who passed away this year and the owner would have qualified for the additional grant and the property is still my principal residence.

OFFICE USE ONLY

HOME OWNER GRANT

☐ HOG ☐ ADG

PROPERTY TAX PAYMENT

Amount Paid: _____

☐ Cheque _____

☐ Money Order _____

☐ e-Transfer _____