

**Date: April 24, 2017**

**Number: 17-16**

**Subject: Provincial Land Transfer Tax Changes**

## Updated Provincial Land Transfer Tax (PLTT) changes

Important Provincial Land Transfer Tax (PLTT) changes are being introduced that affect Instrument Types that can attract Land Transfer Tax. These changes involve the collection and submission of additional information about applicable conveyances in advance of the Instrument being signed in Teraview. The information will be captured by submitting a form outside of the Teraview system.

The changes are being introduced in two phases:

**Phase 1 April 24th** – Both the Prescribed Information for Purposes of Section 5.0.1 Form and the new PLTT statements located in the explanations tab will be available for completion. Beginning on April 24, 2017 the Ministry of Finance is recommending and is not enforcing the submission of the form. The Ministry of Finance will provide a transition period from April 24 to May 5, 2017, where any deficiencies relating to the form will not incur penalties.

**Phase 2 May 8th** – The submission of the form and the selection of the new PLTT statements located in the explanations tab will be mandatory. The selection of one of the statements will be enforced at the time of signing and registration of an Instrument.

Note: Instruments created prior to April 24<sup>th</sup> **DO NOT** have to be recreated. If your Instrument is signed the selection of one of the new statements will remove the signature for both parties. As a result, you will have to resign your Instrument.

More information on the change and the new requirements can be found in the [bulletin](#) provided by the Ministry of Finance.

We've included some details on how to access this form.

### Where is the form located?

Note: Form will only be available as of April 22, 2017



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The form is most effective when used with IE10, IE11, Microsoft Edge or Chrome and is accessible in the following ways:

- A direct link to the [form](#).
- From Teranet Express:
  1. Select Teraview Users
  2. Select **Prescribed Information for Purposes of Section 5.0.1 Land Transfer Tax Act** on the left side of the page on the left side of the page

The screenshot shows the Teranet Express website interface. The top navigation bar includes the Teranet logo, the text 'teranet express', and links for 'HOME', 'SERVICES', 'TERAVIEW USERS', and 'SUPPORT'. A 'Cart' icon and a 'Register/Login' dropdown are also visible. Below the navigation bar is a banner for 'Teraview Users'. On the left side, there is a sidebar menu with several options, including 'Prescribed Information for Purposes of Section 5.0.1 Land Transfer Tax Act'. The main content area displays the form for this section. The form title is 'Prescribed Information for Purposes of Section 5.0.1 Land Transfer Tax Act'. It contains instructions on how to complete the form, including links for 'Instructions' and 'Find Your Confirmation Number'. It also explains how to find the 'TV number' and 'Teraview Login Name'. Below the text are two input fields: 'Account Login Name:' and 'TV number:'. At the bottom of the form are 'SUBMIT' and 'RESET' buttons. The footer of the page includes copyright information for 2010 Teranet, links for 'Terms of Use' and 'Privacy Policy', and a notice that writing will be unavailable from Mar 31 10pm to Apr 1 6am.

## What will be needed to access the form?

To access the form, you will need to provide your Teraview Account Login Name and TV Number.

- Where do I find my Account Login Name and/or TV number?
  - A. Use the same Account Login Name as used to access Teraview. This information is located on the Teraview Login Screen.



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Teraview Log In

Account: ptrem04

User Name: ptlawyer07

Pass Phrase: ●●●●●●●●

Profile Location: E:

OK New User Cancel Help

Please insert your Personal Security Device

- B. Account Number is the financial number associated to the account. This information is in the Teraview Services Account Summary Statement.
1. To access the Account Summary Statement:
    - i. Login to Teraview.
    - ii. Select **Administration** from the menu.
    - iii. Select **Account Summary Statement**.
    - iv. Select any month listed and select ok.

Teraview Services Account Summary	
Account ID: TV000001	GST/HST BN# 130867526
Account Name: PTREM04	PST # 6234-9979
Billing Period: Oct 1, 2012 to Oct 31, 2012	
PREVIOUS BALANCE	0.99
PAYMENTS - Thank You	0.00
REVERSALS	0.00

## What do I do with the Confirmation Number?

Once the form has been submitted, you will receive a Confirmation Number that needs to be inputted into Teraview. For more information, please see the Ministry of Finance [bulletin](#).

## What happens if I have lost my Confirmation Number?



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Teranet Express has added a self-serve option so end users can find the Confirmation Number for a form they have submitted.

To access this self-serve option:

1. Select the Find Your Confirmation Number Link

The screenshot shows the Teranet Express website interface. The header includes the Teranet logo and navigation links for HOME, SERVICES, TERAVIEW USERS, and SUPPORT. A sidebar on the left lists various user guides. The main content area is titled 'Prescribed Information for Purposes of Section 5.0.1 Land Transfer Tax Act'. It contains instructions for users, with a red box highlighting the link 'Find Your Confirmation Number'.

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2. You will be prompted to enter your Teraview Account Login Name, TV Number and the date the form was submitted. Choose Search.

The screenshot shows the 'Search for Confirmation Number' form on the Teranet Express website. The form has three input fields: 'Account Login Name \*', 'TV Number \*', and 'Date of Form Submission \*' (with a placeholder '(YYYY/MM/DD)'). There are 'Search' and 'Cancel' buttons at the bottom of the form.

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3. A list of Confirmation Numbers that were submitted on the date entered will appear. The First PIN and Name of the Submitter will appear on the list to help in locating the correct Confirmation Number.

Confirmation Number	Date and Time of Form Submission	First PIN	Name of Submitter
A178	2017-03-08 09:32 EST	09001-0010	test

## What if I don't remember the date the form was submitted?

You will have to submit the form again. Please note that you will receive a new Confirmation Number that you will have to input in Teraview.

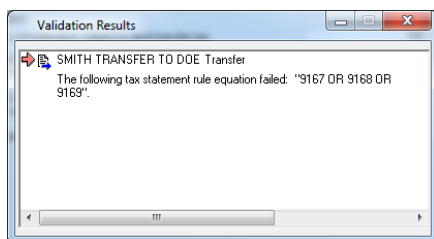
## I didn't save/print a copy of the PDF form?

Due to the sensitivity of the data being collected Teranet is unable to recreate the PDF and send it out to clients. If you want a PDF copy of the form you will have to submit the information again in order to generate the form. Please note that you will receive a new Confirmation Number that you will have to input in Teraview.

## What will happen to my Instruments as of May 8, 2017?

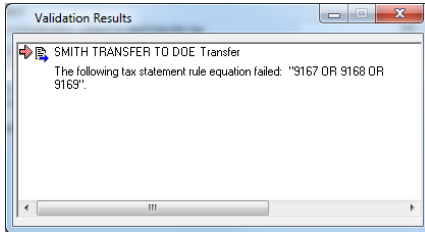
### WIP Instruments as of May 8, 2017:

If statement 9167 or 9168 or 9169 has not been selected at the time of signing you will receive the following error: *The following tax statement rule equation failed: 9167 OR 9168 OR 9169*



## Previously signed Instruments after May 8, 2017

If the instrument is not re-signed the following error will occur at registration: *The following tax statement rule equation failed: 9167 OR 9168 OR 9169*



## What happens to Instruments Registered prior to May 8<sup>th</sup>, 2017?

These instrument types will not be impacted since the mandatory rule was introduced after the Instruments were registered.

## Who do I call if I have questions?

For questions regarding these changes or on how to provide the additional information with respect to conveyances required to be registered directly at Land Registry Offices, and with respect to unregistered dispositions contact the Ministry of Finance:

Manager, Land Taxes  
33 King St. West, PO Box 625  
Oshawa ON L1H 8H9

Toll free	1 866 ONT-TAXS (1 866 668-8297)
Teletypewriter (TTY)	1 800 263-7776
Fax	905 433-5770
Ministry website	<a href="http://ontario.ca/finance">ontario.ca/finance</a>

For questions regarding your account or accessing the form, contact [Teraview Customer Service](#).



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