

Quick
Reference
Guide

ProSuite™ and the Property Transfer Tax Return V31

Version 1.0
March 2019

ProSuite™ and the Property Transfer Tax Return V31

The purpose of this document is to provide an understanding of the Property Transfer Tax Return (“the PTT Return”); how it works with ProSuite; and the data that ProSuite uses to populate the Property Transfer Tax Return V31.

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Introduction and General Information

The Property Transfer Tax Return is created and maintained by the Property Transfer Tax Department. The Property Transfer Tax Department has created guides for the completion of the return, which can be accessed using the yellow buttons available at the top of the PTT Return.

FORM_PTT_V31



BRITISH
COLUMBIA

Ministry of
Finance

Property Transfer Tax
Victoria: 250 387-0555
Toll-free: 1 888 355-2700
gov.bc.ca/propertytransfertax

PROPERTY TRANSFER
TAX RETURN

Reset Form

General Guide

Guide to the First Time Home Buyers' Program

Newly Built Home Exemption Guide

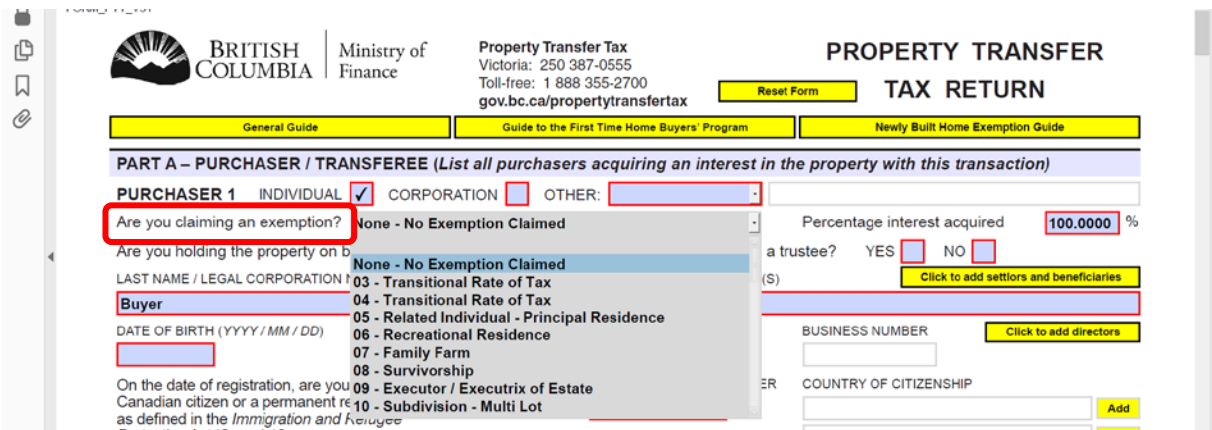
PART A – PURCHASER / TRANSFEREE (*List all purchasers acquiring an interest in the property with this transaction*)

It is a complex document containing a large variety of scripts that run in the background. The script makes fields editable, performs calculations, and adds schedules, all based upon specific selections made by the party completing the form. For example, the selection made in the ***Are you claiming an exemption?*** drop-down field affects many of the fields on the form as well as the calculations that are performed in Part I – Property Transfer Tax (PTT) Calculation.

Recommended Best Practices

Setting the Exemption Code

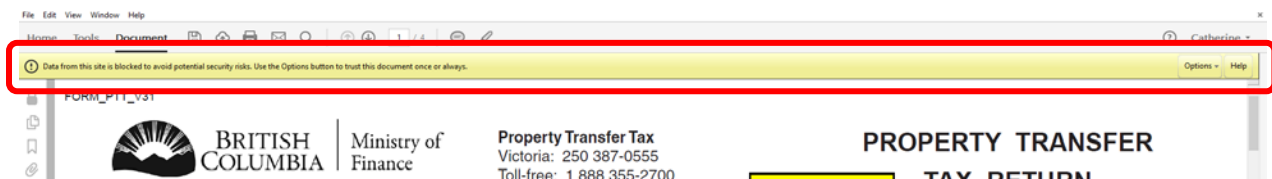
The changes introduced in Version 31 of the PTT Return resulted in different functionalities than in previous versions. To accommodate those changes, when the form is generated from ProSuite, specific fields are set as editable so as to require the least amount of editing for the majority of transactions. This means that the exemption setting on the generated document will not always correspond to which fields are editable and which are not. To ensure that all fields that should be editable are editable, reselect the data appearing in the *Are you claiming an exemption?* dropdown field.



The screenshot shows the 'PROPERTY TRANSFER TAX RETURN' form from the British Columbia Ministry of Finance. The 'PART A - PURCHASER / TRANSFEREE' section is highlighted. Under 'PURCHASER 1', the 'INDIVIDUAL' radio button is selected. The 'Are you claiming an exemption?' dropdown menu is open, showing options: 'None - No Exemption Claimed', '03 - Transitional Rate of Tax', '04 - Transitional Rate of Tax', '05 - Related Individual - Principal Residence', '06 - Recreational Residence', '07 - Family Farm', '08 - Survivorship', '09 - Executor / Executrix of Estate', and '10 - Subdivision - Multi Lot'. The 'None - No Exemption Claimed' option is currently selected. Other fields like 'Percentage interest acquired' (100.0000%) and 'Buyer' are also visible.

Adobe Acrobat - Trust This Document

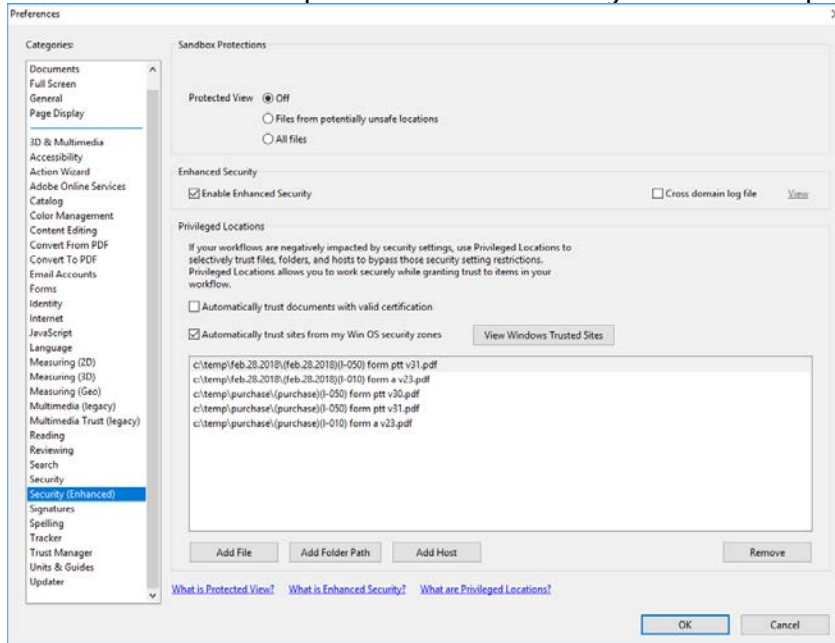
Introduction of Version 31 of the PTT Return also revealed a potential issue with Adobe Acrobat that can cause original correct data from ProSuite to be compromised or no data to appear in the PTT Return. When the form is generated, a yellow bar may appear at the top of the document indicating that "Data from this site is blocked to avoid potential security risks". There is an *Options* button on the right that contains the options *Trust This Document One Time Only* or *Trust This Document Always*.



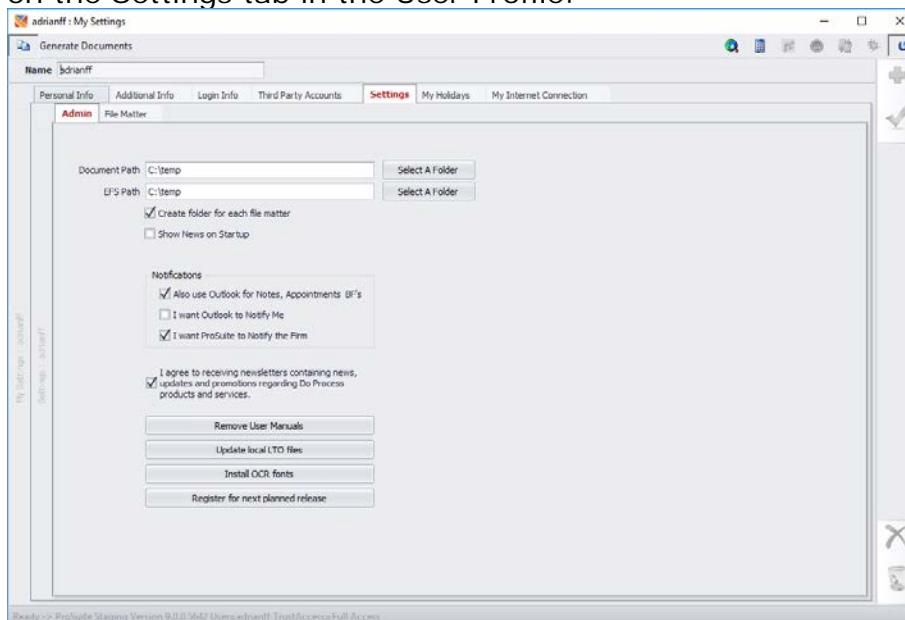
Selecting *Trust This Document Always* appears to resolve the issue.

However, it is possible that selecting this option does not permanently solve the issue and the yellow bar will continue to be displayed each time the PTT Return is generated. If this is the case, the following steps may resolve the issue:

1. Open a PDF with Acrobat.
2. Menu > Edit > Preferences > Security (Enhanced). Note: This screen could take some time to open if there are many entries. Be patient.



3. Delete everything in the list by clicking the *Remove* button and holding down the *Enter* key.
4. Click *Add Folder Path* and add the Directory that you keep all of the ProSuite files in (e.g. Document Path in ProSuite). The Document Path can be found on the Settings tab in the User Profile.



Note: This is especially important if documents are stored on a network drive. (e.g. a path like: "Z:")

Prosuite Data Population

The majority of the data that is required in the PTT Return will be captured within a ProSuite file and will populate the PTT Return when it is generated. All data should be reviewed once the form has been generated. Any data not populated from ProSuite must be entered directly on the PTT Return once it has been generated.

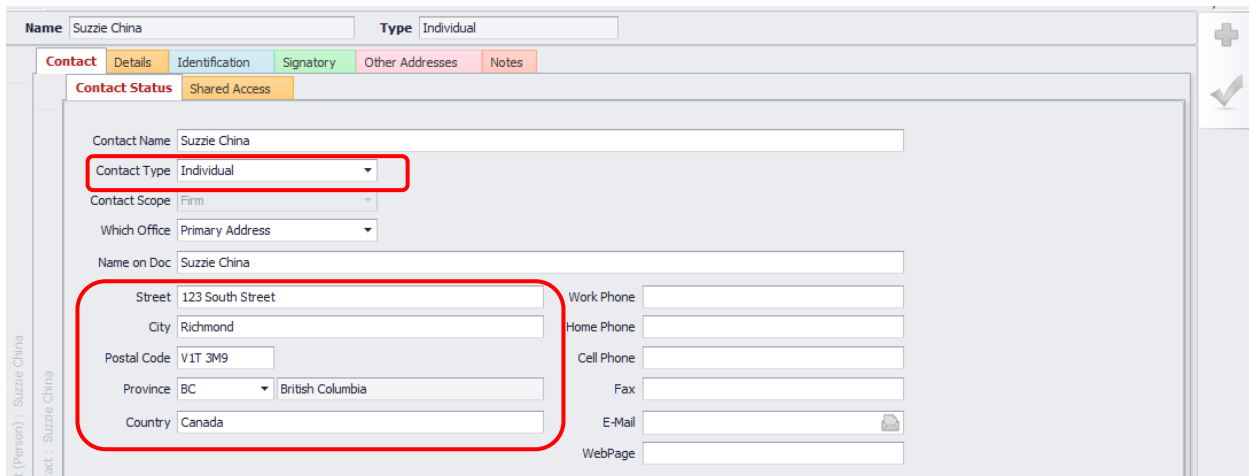
This section provides detail on exactly which data populates the PTT Return.

Part A – Purchaser / Transferee Including Schedule A - Additional Purchasers / Transferees and Schedule D Directors of Corporation

With the exception of the data contained in the field on the PTT Return labelled *Are you claiming an exemption?* which comes from the Land Value tab, the data for this section of the PTT Return comes from the Contact record as well as the Buyer record within the file.

Contacts: A Contact record is required for each Buyer added to a ProSuite file. The following information from the Contact record populates the following fields of Part A – Purchaser / Transferee on the PTT Return:

CONTACT TAB	PTT RETURN
Contact Type	INDIVIDUAL or CORPORATION checkbox
Street	ADDRESS (<i>Apt. No., Street No./Name, PO Box, RR</i>)
City	CITY
Postal Code	POSTAL/ZIP CODE
Province	PROVINCE/TERRITORY/STATE
Country	COUNTRY



The screenshot shows the ProSuite software interface for a contact record. The contact name is "Suzzie China" and the type is "Individual". The "Contact Type" dropdown is set to "Individual" and is highlighted with a red box. The address fields are also highlighted with a red box:

- Street: 123 South Street
- City: Richmond
- Postal Code: V1T 3M9
- Province: BC (British Columbia)
- Country: Canada

Other fields include Contact Scope (Firm), Which Office (Primary Address), Name on Doc (Suzzie China), and various phone and email fields.



Address for the past 2 years	PREVIOUS ADDRESS FOR THE LAST TWO YEARS (<i>Apt. No., Street No./Name, PO Box, RR</i>)
City	CITY
Province	PROVINCE/TERRITORY/STATE
Postal Code	POSTAL/ZIP CODE

Buyers Sellers

Buyers : Suzzie Chir << Names Directors

Suzzie China

Client(s)

Name Suzzie China   [Import Civic Address to Contact](#)

Fractional Interest AS TO AN UNDIVIDED / INTEREST

Tenancy None

GST Number

Property Transfer Tax

PTT Interest Acquired Canadian Citizen/ Permanent Resident

Are you applying for the first time home buyers' or newly built home exemption?

Additional Tax Payable Include on Additional Property Transfer Tax Return

Address for the past 2 years

City

Province

Postal Code

Parties : PTT V31 Canadian

PROPERTY TRANSFER TAX RETURN V31 AS GENERATED FROM PROSUITE

FORM_PTT_V31



BRITISH COLUMBIA
Ministry of Finance

Property Transfer Tax
Victoria: 250 387-0555
Toll-free: 1 888 355-2700
gov.bc.ca/propertytransfertax

PROPERTY TRANSFER
TAX RETURN

Reset Form

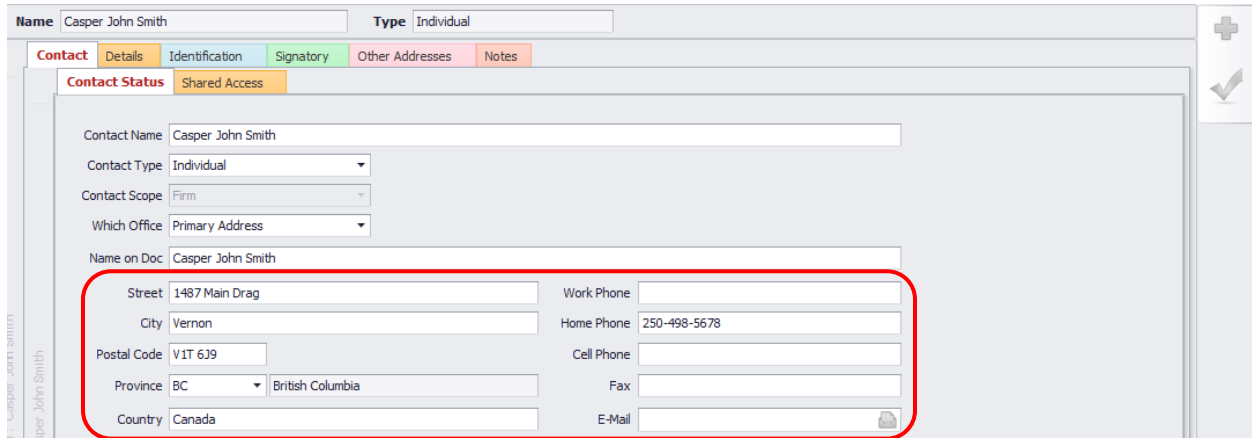
General Guide	Guide to the First Time Home Buyers' Program	Newly Built Home Exemption Guide
PART A – PURCHASER / TRANSFEREE (List all purchasers acquiring an interest in the property with this transaction)		
PURCHASER 1 INDIVIDUAL <input checked="" type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER: <input type="text"/>		
Are you claiming an exemption? None - No Exemption Claimed		Percentage interest acquired 100.0000 %
Are you holding the property on behalf of a partnership? YES <input type="checkbox"/> NO <input type="checkbox"/>		Are you a trustee? YES <input type="checkbox"/> NO <input type="checkbox"/>
LAST NAME / LEGAL CORPORATION NAME China		GIVEN NAME(S) Suzzie Jane
DATE OF BIRTH (YYYY / MM / DD) 1980/01/07		BUSINESS NUMBER <input type="text"/>
INDIVIDUAL TAX NUMBER <input type="text"/>		SOCIAL INSURANCE NUMBER 345345359
On the date of registration, are you a Canadian citizen or a permanent resident as defined in the Immigration and Refugee Protection Act (Canada)? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		COUNTRY OF CITIZENSHIP <input type="text"/>
If you are a confirmed BC Provincial Nominee (PN), provide your BC PN certificate number? <input type="text"/>		Are you claiming a BC PN exemption? YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you intend to use the transferred property as your principal residence? YES <input type="checkbox"/> NO <input type="checkbox"/>		
ADDRESS (Apt. No., Street No./Name, PO Box, RR) 123 South Street		CITY Richmond
PROVINCE/TERRITORY/STATE British Columbia	POSTAL/ZIP CODE V1T 3M9	COUNTRY CANADA
PREVIOUS ADDRESS FOR THE LAST TWO YEARS (Apt. No., Street No./Name, PO Box, RR) <input type="text"/>		CITY <input type="text"/>
PROVINCE/TERRITORY/STATE <input type="text"/>	POSTAL/ZIP CODE <input type="text"/>	COUNTRY <input type="text"/>

Part C – Vendor / Transferor Information Including Schedule B Additional Vendors / Transferors

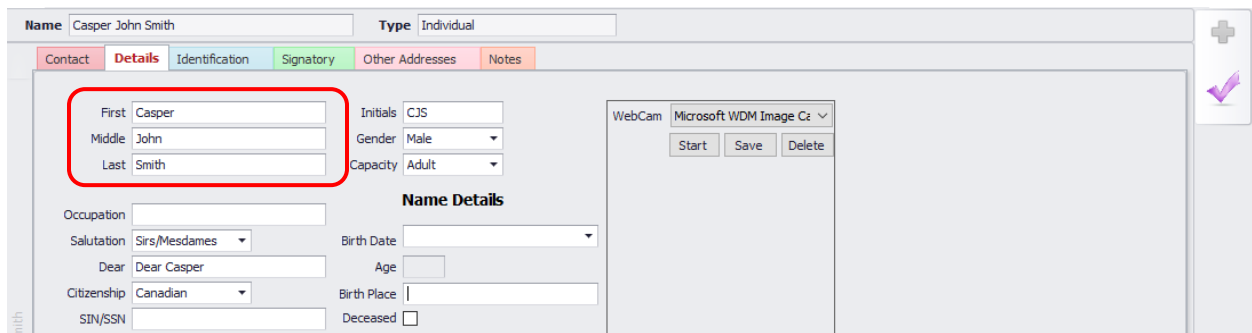
The data for this section of the PTT Return comes from the Contact record as well as the Seller record within the file.

Contacts: A Contact record is required for each Seller added to a ProSuite file. The following information from the Contact record populates the following fields of Part C – Vendor / Transferor on the PTT Return:

CONTACT TAB	PTT RETURN
Street	ADDRESS (Apt. No., Street No./Name, PO Box, RR)
City	CITY
Postal Code	POSTAL/ZIP CODE
Province	PROVINCE/TERRITORY/STATE
Country	COUNTRY
Home Phone or Cell Phone	TELEPHONE NUMBER



DETAILS TAB	PTT RETURN
First	GIVEN NAME(S)
Middle	GIVEN NAME(S)
Last	LAST NAME/LEGAL CORPORATION NAME



Sellers: The following information from the Names tab of the Seller record populates the following fields of Part C – Vendor / Transferor Information on the PTT Return:

NAMES TAB	PTT RETURN
Residency	<u>Field 1:</u> RESIDENT OF CANADA
<i>Note: If Unknown is selected neither Field 1 nor Field 2 checkbox will be populated; if Resident is selected Field 1 checkbox will be populated; and if Non Resident is selected Field 2 check box will be populated</i>	<u>Field 2:</u> NON-RESIDENT OF CANADA

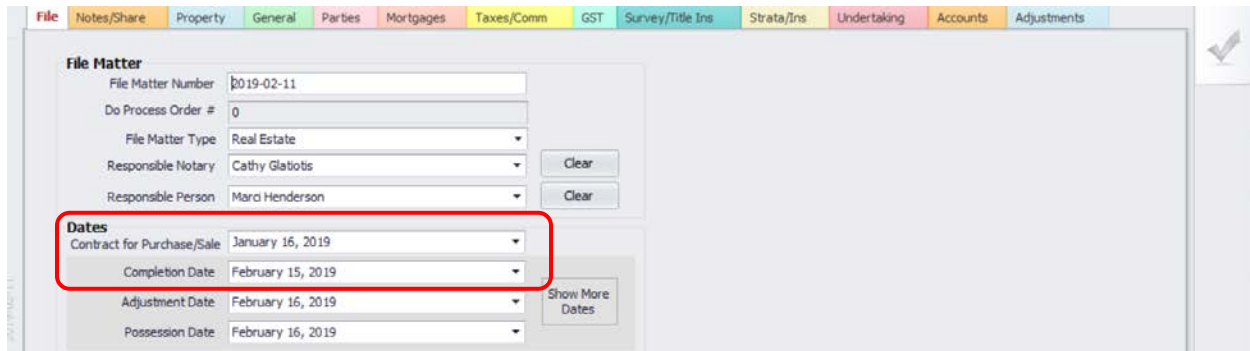
PROPERTY TRANSFER TAX RETURN V31 AS GENERATED FROM PROSUITE

PART C – VENDOR / TRANSFEROR INFORMATION		
VENDOR 1		
Have you made reasonable efforts to confirm residency status of the vendor? YES <input type="checkbox"/> NO <input type="checkbox"/>		
As defined under the <i>Income Tax Act (Canada)</i> , is the vendor a: RESIDENT OF CANADA <input checked="" type="checkbox"/> NON-RESIDENT OF CANADA <input type="checkbox"/>		
LAST NAME / LEGAL CORPORATION NAME	GIVEN NAME(S)	TELEPHONE NUMBER
Smith	Casper John	250-498-5678
ADDRESS (Apt. No., Street No./Name, PO Box, RR)		CITY
1487 Main Drag		Vernon
PROVINCE/TERRITORY/STATE	POSTAL/ZIP CODE	COUNTRY
British Columbia	V1T 6J9	CANADA

Part D – Description of Property and Transfer Including Schedule C Additional Description of Property and Transfer

The data for this section of the PTT Return comes from the File tab; the Legal and Land Value subtabs of the Property tab; and the General tab within the file.

FILE TAB - Dates	PTT RETURN
Contract for Purchase/Sale	2. DATE OF INTERIM AGREEMENT OR CONTRACT
Completion Date	1. DATE TRANSACTION WAS COMPLETE



The screenshot shows the 'File Matter' section of the software. The 'Dates' section is highlighted with a red box and contains the following information:

Dates	Value
Contract for Purchase/Sale	January 16, 2019
Completion Date	February 15, 2019
Adjustment Date	February 16, 2019
Possession Date	February 16, 2019

LAND VALUE TAB	PTT RETURN
Transfer of	3. TRANSFER OF
Property type	4. PROPERTY TYPE
Transaction type	5. TRANSACTION TYPE

Property : 001-002-003

Legal Searches **Land Value** Charges Removed Charges On Manufactured Home

Purchase Price - GST

Apply GST GST Included in Land Value Eligible for Rebate Not eligible for rebate

Use Consideration? Define Consideration \$ \$685,000.00 Other

Gross Land Value \$85,000.00 \$685,000.00

Net Land Value \$685,000.00 Net = Gross = \$685,000.00

GST \$0.00

Total GST Rebate \$0.00 Not eligible for rebate

Net GST \$0.00 GST:\$000.00 - Total GST Rebate:\$000.00 => \$000.00

Total GST \$0.00 Net GST:\$000.00 => \$000.00

Property Transfer Tax (PTT & Exemptions)

Transfer of Land with Improvements Property type Residential Transaction type Fee Simple

Exemption Code None No Exemption Claimed PTT Bank

LEGAL TAB	PTT RETURN
Parcel Identifier	6. PARCEL IDENTIFIER NUMBER (PID)
Legal Description	7. LEGAL DESCRIPTION

Legal Searches Land Value Charges Removed Charges On Manufactured Home

Parcel Identifier 014-601-451

Property Name

Legal Description Lot 10 Block 576 District Lot 472 Plan 1497

GENERAL TAB	PTT RETURN
Street	8. CIVIC ADDRESS OF PROPERTY (Apt. No., Street No./Name)
City	8. MUNICIPALITY

File Notes/Share Property **General** Parties Mortgages Taxes/Comm GST Survey/Title Ins Strata/Ins Undertaking Accounts Adjustments

Civic and General Settings

Street 948 West 20th Avenue City Vancouver Province BC Postal Code V5Z 1Y5 Country Canada

PROPERTY TRANSFER TAX RETURN V31 AS GENERATED FROM PROSUITE

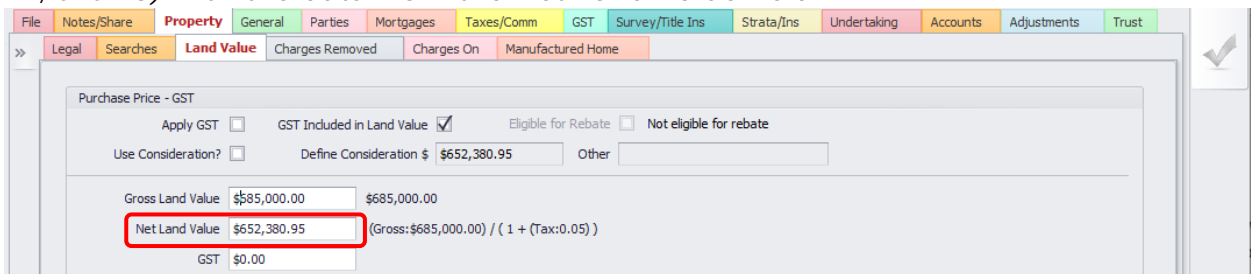
PART D – DESCRIPTION OF PROPERTY AND TRANSFER			
1. DATE TRANSACTION WAS COMPLETE	YYYY / MM / DD 2019/02/15	2. DATE OF INTERIM AGREEMENT OR CONTRACT	YYYY / MM / DD <input type="text"/>
3. TRANSFER OF	Land with Improvements	4. PROPERTY TYPE	Residential
		5. TRANSACTION TYPE	Fee Simple
7. LEGAL DESCRIPTION	LOT 10 BLOCK 576 DISTRICT LOT 472 PLAN 1497		
8. CIVIC ADDRESS OF PROPERTY (Apt. No., Street No./Name)	948 West 20th Avenue		MUNICIPALITY Vancouver
9. What percentage interest in this property is being transferred in this transaction?	100.0000 %	Click to add additional property information	

Please Note: Item 9 "What percentage interest in this property is being transferred in this transaction?" is populated with 100.0000 by default when the PTT return is generated. This is an editable field and can be changed if required.

Part E – Terms

The data for this section of the PTT Return comes from the *Net Land Value* field of the Land Value subtab of the Property tab and the *Advanced* field of the Mortgage subtab of the Mortgages tab within the file. Based on the data entered in these fields, ProSuite:

1. Performs a calculation and populates the field of the PTT form labelled *1. Funds* with the value of the calculation; and
2. Populates the field of the PTT form labelled *2. Financing* with the data from the *Advanced* field located on the Mortgages tab.
3. Populates the field of the PTT form labelled *GROSS PURCHASE PRICE (total of E1, E2, and E3)* with the data from the *Net Land Value* field.

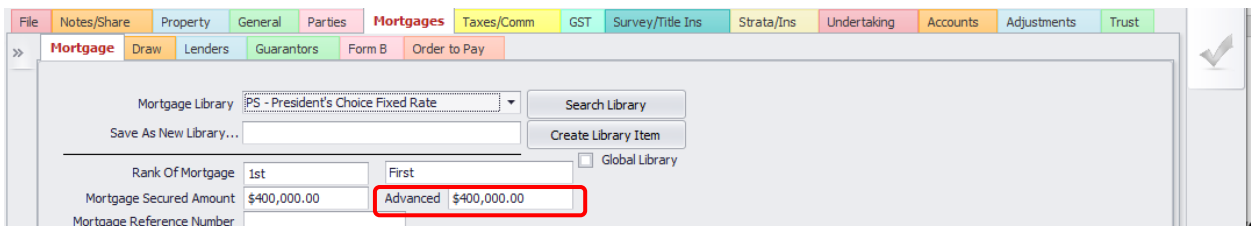


Purchase Price - GST

Apply GST GST Included in Land Value Eligible for Rebate Not eligible for rebate

Use Consideration? Define Consideration \$ **\$652,380.95** Other

Gross Land Value	\$585,000.00	\$685,000.00
Net Land Value	\$652,380.95	(Gross:\$685,000.00) / (1 + (Tax:0.05))
GST	\$0.00	



Mortgage Library **IPS - President's Choice Fixed Rate** Search Library

Save As New Library... Create Library Item

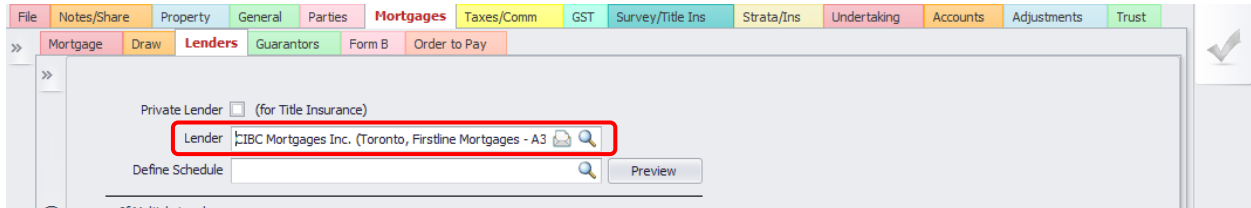
Rank Of Mortgage **1st** First Global Library

Mortgage Secured Amount **\$400,000.00** **Advanced \$400,000.00**

Mortgage Reference Number

Note: The above noted fields are initially populated from ProSuite. Changes made to the form after it has been generated may trigger the script contained in the form to perform new calculations which may affect the content of these fields.

The data populating the field of the PTT form labelled 6. *LENDER NAME* is pulled from the *Lender* field of the Lender subtab of the Mortgages tab within the ProSuite file.



PROPERTY TRANSFER TAX RETURN V31 AS GENERATED FROM PROSUITE

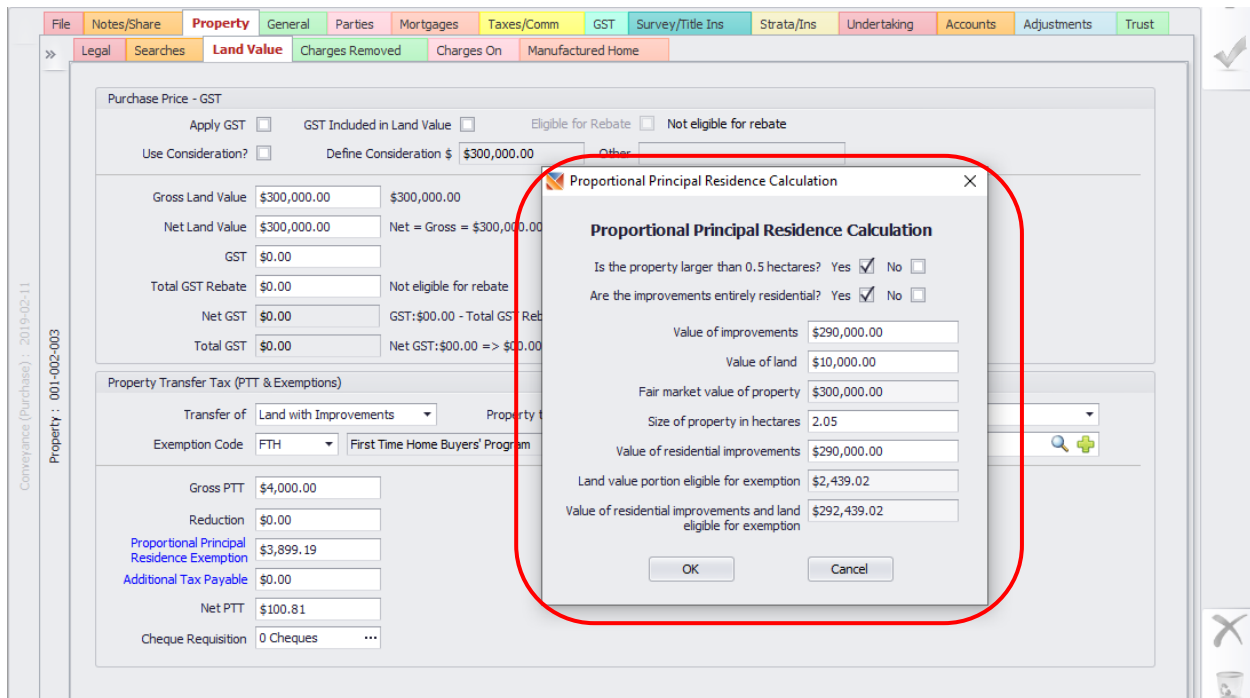
PART E – TERMS	
1. Funds	\$ 252,380.95
2. Financing	\$ 400,000.00
3. Other consideration paid or property taken in trade (provide details):	\$ 0.00
4. GROSS PURCHASE PRICE (total of E1, E2, and E3)	\$ 652,380.95
5. If the terms of this transaction include property taken in trade (E3), identify the property by providing the following:	
ADDRESS (Apt. No., Street No./Name, PO Box, RR, City, Province/Territory/State, Country)	PARCEL IDENTIFIER NUMBER (PID)
LEGAL DESCRIPTION	
6. LENDER NAME	BRANCH NUMBER
CIBC Mortgages Inc.	

Part H – Proportional Principal Residence Information

The data for this section of the PTT Return comes from the fields of the Proportional Principal Residence Calculation window on the *Land Value* subtab of the *Property* tab.

LAND VALUE TAB/Proportional Principal Residence Calculation window	PTT RETURN
Is the property larger than 0.5 hectares?	1. Is the property larger than 0.5 hectares (1.24 acres)
Are the improvements entirely residential?	2. Are the improvements entirely residential?
Value of improvements	3. Value of improvements
Value of Land	4. Value of land
Fair market value of property	5. Fair market value of property
Size of property in hectares	6. Size of property in hectares

Value of residential improvements	7. Value of residential improvements
Land value portion eligible for exemption	8. Land value portion eligible for exemption
Value of residential improvements and land eligible for exemption	9. Value of residential improvements and land eligible for exemption
<p><i>Note: The above noted fields are initially populated from ProSuite. Changes made to the form after it has been generated may trigger the script contained in the form to perform new calculations which may affect the content of these fields.</i></p>	



Note: The Proportional Principal Residence Calculation window is only available in ProSuite if it is applicable to your transaction. See the Property Transfer Tax Return Guides for more details.

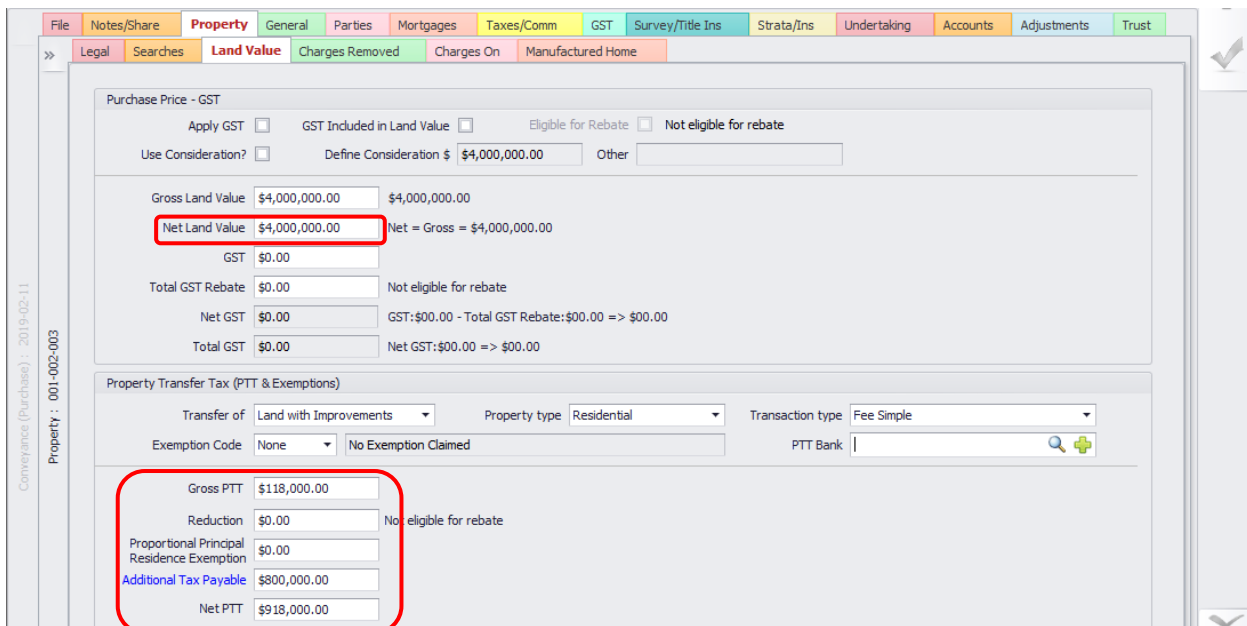
PROPERTY TRANSFER TAX RETURN V31 AS GENERATED FROM PROSUITE

PART H – PROPORTIONAL PRINCIPAL RESIDENCE INFORMATION			
1. Is the property larger than 0.5 hectares (1.24 acres)?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	6. Size of property in hectares	<input type="text" value="2.050"/>
Size of property	<input type="text" value="2.050"/> Units <input type="text" value="Hectares"/>	7. Value of residential improvements	\$ <input type="text" value="290,000.00"/>
2. Are the improvements entirely residential?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	8. Land value portion eligible for exemption	\$ <input type="text" value="2,439.02"/>
3. Value of improvements	\$ <input type="text" value="290,000.00"/>	9. Value of residential improvements and land eligible for exemption	\$ <input type="text" value="292,439.02"/>
4. Value of land	\$ <input type="text" value="10,000.00"/>		
5. Fair market value of property	\$ <input type="text" value="300,000.00"/>		

Part I – Property Transfer Tax (PTT) Calculation

The data for this section of the PTT Return comes from the fields of the Land Value subtab of the Property tab.

LAND VALUE TAB	PTT RETURN
Net Land Value	4. Fair market value of property
Gross PTT	5. Gross PTT amount (<i>before exemption</i>)
Reduction	6. PTT exemption amount
Proportional Principal Residence Exemption (<i>when applicable to the file</i>)	6. PTT exemption amount
Net PTT	7. BASIC PTT AMOUNT
<i>Note: When required, the portion of the PTT amount on residential property greater than \$3,000,000 is calculated and included in the amount displayed in the Gross PTT field and populated onto the PTT form</i>	8. PTT AMOUNT ON RESIDENTIAL PROPERTY GREATER THAN \$3,000,000
Additional Tax Payable (<i>when applicable to the file</i>)	9. ADDITIONAL PTT AMOUNT
Net PTT	10. TOTAL PTT PAYABLE
Net PTT	11. TAX PAID
	<i>Note: The above noted fields are initially populated from ProSuite. Changes made to the form after it has been generated may trigger the script contained in the form to perform new calculations which may affect the content of these fields.</i>



Conveyance (Purchase): 2019-02-11
Property: 001-002-003

File | Notes/Share | **Property** | General | Parties | Mortgages | Taxes/Comm | GST | Survey/Title Ins | Strata/Ins | Undertaking | Accounts | Adjustments | Trust

Legal | Searches | **Land Value** | Charges Removed | Charges On | Manufactured Home

Purchase Price - GST

Apply GST GST Included in Land Value Eligible for Rebate Not eligible for rebate

Use Consideration? Define Consideration \$ \$4,000,000.00 Other

Gross Land Value \$4,000,000.00 \$4,000,000.00

Net Land Value \$4,000,000.00 Net = Gross = \$4,000,000.00

GST \$0.00

Total GST Rebate \$0.00 Not eligible for rebate

Net GST \$0.00 GST:\$0.00 - Total GST Rebate:\$0.00 => \$0.00

Total GST \$0.00 Net GST:\$0.00 => \$0.00

Property Transfer Tax (PTT & Exemptions)

Transfer of Land with Improvements Property type Residential Transaction type Fee Simple

Exemption Code None No Exemption Claimed PTT Bank

Gross PTT \$118,000.00

Reduction \$0.00 Not eligible for rebate

Proportional Principal Residence Exemption \$0.00

Additional Tax Payable \$800,000.00

Net PTT \$918,000.00

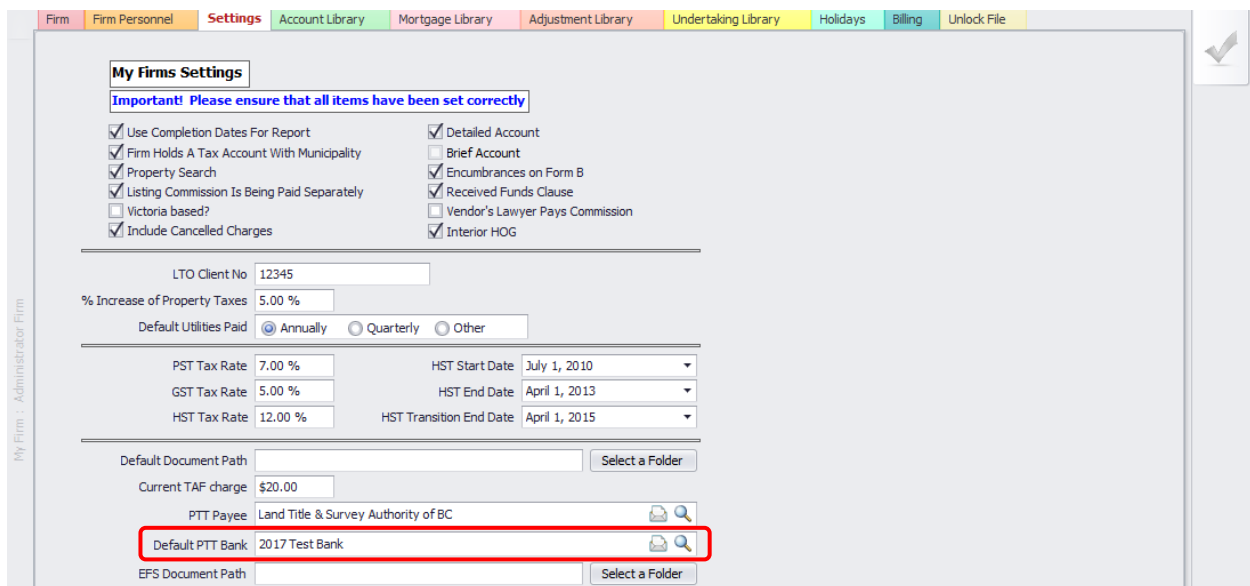
PROPERTY TRANSFER TAX RETURN V31 AS GENERATED FROM PROSUITE

PART I – PROPERTY TRANSFER TAX (PTT) CALCULATION			
1. Is this return for a previously withdrawn or cancelled transfer?	YES <input type="checkbox"/> NO <input type="checkbox"/>	4. Fair market value of property	\$ 4,000,000.00
2. Provide Land Title Registration Number	<input type="text"/>	5. Gross PTT amount (before exemption)	\$ 98,000.00
3. If the gross purchase price differs from the fair market value, select the reason for the difference	<input type="text"/>	6. PTT exemption amount	\$ 0.00
If <i>Other</i> , provide a brief explanation:	<input type="text"/>	7. BASIC PTT AMOUNT	\$ 98,000.00
		8. PTT AMOUNT ON RESIDENTIAL PROPERTY GREATER THAN \$3,000,000 – Use this calculator to determine the amount	\$ 20,000.00
		9. ADDITIONAL PTT AMOUNT – Enter amount from Section E, Additional Property Transfer Tax Return (FIN 532)	\$ 800,000.00
		10. TOTAL PTT PAYABLE	\$ 918,000.00
		11. TAX PAID	\$ 918,000.00

Part J – Funds Transfer Authorization

The data for this section of the PTT Return comes from the My Firm default settings.

SETTINGS TAB	PTT RETURN
Default PTT Bank	ACCOUNT NAME
<p><i>Note 1: You must be a firm administrator to access the My Firm window</i></p> <p><i>Note 2: If the field is left blank then the data can be manually entered on the PTT form</i></p>	



The screenshot shows the 'My Firms Settings' window with various configuration options. The 'Default PTT Bank' field is highlighted with a red box and contains the value '2017 Test Bank'. Other visible settings include LTO Client No (12345), PST Tax Rate (7.00%), GST Tax Rate (5.00%), and HST Tax Rate (12.00%).

PROPERTY TRANSFER TAX RETURN V31 AS GENERATED FROM PROSUITE

PART J – FUNDS TRANSFER AUTHORIZATION

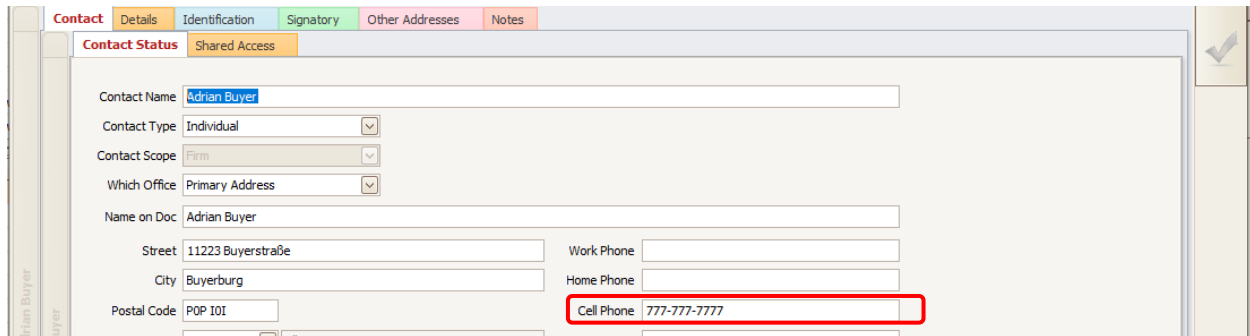
ACCOUNT NAME 2017 Test Bank	ACCOUNT OWNER <input type="text"/>
AUTHORIZED SUBMITTER <input type="text"/>	Payment to be made by journal voucher? YES <input type="checkbox"/>

By application of my electronic signature, I certify that the transferee has signed and been provided with the original or a copy of this return and I authorize transfer of the amount indicated as property transfer tax payable to the Minister of Finance on behalf of the listed purchaser(s)/transferee(s).

Part L – Certification

The data for this section of the PTT Return comes from the Contact record for the buyer.

CONTACT TAB	PTT RETURN
Home Phone or Cell Phone	TELEPHONE NUMBER



PROPERTY TRANSFER TAX RETURN V31 AS GENERATED FROM PROSUITE

PART L – CERTIFICATION

IMPORTANT – This portion of the return *must* be signed by ALL purchaser(s)/transferee(s)

I certify and declare that the information given in this return is complete and correct in all respects. I acknowledge that there are penalties for tax avoidance or providing false information. These penalties may include double the tax, tax plus interest and a fine and/or up to two years imprisonment.

Freedom of Information and Protection of Privacy Act (FOIPPA) – The personal information on this form is collected for the purpose of administering the Property Transfer Tax Act under the authority of section 26(a) of the FOIPPA. Questions about the collection or use of this information can be directed to the Director, Property Transfer Tax, PO Box 9427 Stn Prov Govt, Victoria, BC V8W 9V1 (telephone: Victoria at 250 387-0555 or toll-free at 1 888 355-2700).

PURCHASER 1 SIGNATURE X	TELEPHONE NUMBER (Daytime) 777-777-7777	DATE SIGNED YYYY MM DD
PURCHASER 2 SIGNATURE X	TELEPHONE NUMBER (Daytime) <input type="text"/>	DATE SIGNED YYYY MM DD

CONSENT – I consent that the information provided on this return may be verified by accessing relevant records held by the Home Owner Grant Office, the Land Title and Survey Authority of British Columbia (LTSA), BC Assessment (BCA), the ministry responsible for the BC Provincial Nominee Program and other sources as required. Updated property information is provided to the LTSA, BCA and Canada Revenue Agency.

Schedules to the Property Transfer Tax Return V31

Schedule A - Additional Purchasers / Transferees

Schedule A will be produced automatically as part of the PTT return when there are more than two buyers in a ProSuite file. One schedule will be produced for each additional buyer to a maximum of six schedules. Data populates the schedule in the same manner as set out in Part A – Purchaser / Transferee above.

Schedule B - Additional Vendors / Transferors

Schedule B will be produced automatically as part of the PTT return when there are more than two sellers in a ProSuite file. A single schedule will be produced and will include details for a maximum of six sellers. Data populates the schedule in the same manner as set out in Part C – Vendor / Transferor Information above.

Schedule C – Additional Description of Property and Transfer

Schedule C will be produced automatically as part of the PTT return when there is more than one property in a ProSuite file. Each schedule will accommodate three properties and a maximum of two schedules will be produced. Data from the Legal tab in ProSuite populates this schedule.

Schedule D – Directors of Corporation

Schedule D will be produced automatically as part of the PTT return when the buyer is a corporation and directors are entered in ProSuite. The schedule will accommodate two directors and a maximum of two schedules will be produced. The data for this section of the PTT Return comes from the Contact record.

A Contact record is required for each Director added to a ProSuite file. The following information from the Contact record of each Director populates the following fields of Schedule D Directors of Corporation attached to the PTT Return:

CONTACT TAB	PTT RETURN
Contact Type	INDIVIDUAL or CORPORATION checkbox
Street	ADDRESS (<i>Apt. No., Street No./Name, PO Box, RR</i>)
City	CITY
Postal Code	POSTAL/ZIP CODE
Province	PROVINCE/TERRITORY/STATE
Country	COUNTRY

Contact Details Identification Signatory Other Addresses Notes

Contact Status Shared Access

Contact Name: Alisa Debra Buyer

Contact Type: Individual

Contact Scope: Firm

Which Office: Primary Address

Name on Doc: Alisa Debra Buyer

Street: 123 Main Street

City: Vernon

Postal Code: V1T 8G9

Province: BC British Columbia

Country:

Work Phone: 777-888-9999

Home Phone:

Cell Phone: 777-888-9999

Fax:

E-Mail:

DETAILS TAB	PTT RETURN
First	GIVEN NAME(S)
Middle	GIVEN NAME(S)
Last	LAST NAME/LEGAL CORPORATION NAME
Citizenship	COUNTRY OF CITIZENSHIP
SIN/SSN	SOCIAL INSURANCE NUMBER
Birthdate	DATE OF BIRTH (YYYY/MM/DD)

Contact Details Identification Signatory Other Addresses Notes

First Alisa
 Initials ADB

Middle Debra
 Gender Female

Last Buyer
 Capacity Adult

Name Details

Occupation President
 Birth Date March 1, 1980

Salutation Sirs/Mesdames
 Age 39

Dear Dear Alisa
 Birth Place

Citizenship Canadian
 Deceased

SIN/SSN 712 467 331
 Use Default Details

WebCam Microsoft WDM Image Cc
 Start Save Delete

SCHEDULE D AS GENERATED FROM PROSUITE

DIRECTOR 1

INDIVIDUAL CORPORATION OTHER: -

LAST NAME / LEGAL CORPORATION NAME: GIVEN NAME(S): DATE OF BIRTH (YYYY / MM / DD):

On the date of registration, are you a Canadian citizen or a permanent resident as defined in the *Immigration and Refugee Protection Act* (Canada)? YES NO

COUNTRY OF CITIZENSHIP: [Add](#) [Clear](#)

SOCIAL INSURANCE NUMBER: BUSINESS NUMBER: INDIVIDUAL TAX NUMBER:

ADDRESS (Apt. No., Street No./Name, PO Box, RR): CITY:

PROVINCE/TERRITORY/STATE: POSTAL/ZIP CODE: COUNTRY:

DIRECTOR 2

INDIVIDUAL CORPORATION OTHER: -

LAST NAME / LEGAL CORPORATION NAME: GIVEN NAME(S): DATE OF BIRTH (YYYY / MM / DD):

On the date of registration, are you a Canadian citizen or a permanent resident as defined in the *Immigration and Refugee Protection Act* (Canada)? YES NO

COUNTRY OF CITIZENSHIP: [Add](#) [Clear](#)

SOCIAL INSURANCE NUMBER: BUSINESS NUMBER: INDIVIDUAL TAX NUMBER:

ADDRESS (Apt. No., Street No./Name, PO Box, RR): CITY:

PROVINCE/TERRITORY/STATE: POSTAL/ZIP CODE: COUNTRY:

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