

QUICK GUIDE HOW TO REQUEST AN ONTARIO TAX CERTIFICATE

Through Tax Certificates Online (TCOL) services you may request tax certificates from participating Municipalities in Ontario.

REGISTER

Before using TCOL, you must register with Dye & Durham. It is free to create an account, and it takes only a minute or two to set up.

To register, click on the following link <https://account.apicanada.com/register> and complete the online registration form.

Registration with APIC is a simple two-step process:

1. Complete and submit the form below.
2. You will receive an email prompting you to validate your account by clicking on a link. Once you have verified your account you are ready to sign in to any of APIC's services.

Email * Confirm Email *

Password * Confirm Password *

First Name * Last Name *

Street * City * Phone Number *
(999) 999-9999

Province/State * Country * Postal Code *
British Columbia Canada A1A 1A1

Organization Type *
-- Select an option --

☐ By checking this box you acknowledge that you have read and agree with the [APIC Terms and Conditions](#).

Required fields are marked with an asterisk (*).

Register Cancel

When you click **Register**, an email will be sent to you to validate your account.

Click on the link in the email to complete the registration.

Now that your new account is in place, you can sign in and order your Tax Certificates online.

SIGN IN

To purchase a Tax Certificate, go to <https://apicanada.com/tcol/>

**PURCHASE
TAX CERTIFICATES**

Click **Purchase Tax Certificates** to proceed to the sign in page.

Enter the email address you registered your account with and the password you created. Then click **Sign In**.

HOW TO REQUEST A TAX CERTIFICATE

To request a tax certificate in Ontario you will need a 19 digit ARN, a PIN or an Address for the property of interest.

To start a search click the **Municipality** drop down, select the Tax Authority and click **Continue**.

Order Tax Certificate [Purchase History](#)

Choose Ontario Municipality

* indicates required field

Municipality * Customer Reference ⓘ

-- Choose Municipality --

Continue

Select the **Search Type** from the drop down and click on **Continue**.

Order Tax Certificate

Search for Property

* indicates required field

Municipality Caledon, Town Customer Reference

Search Type *

-- Choose Search Type --

-- Choose Search Type --

PIN

Address

Roll #

Enter and/or select the correct information and click **Continue**.

Select the **Reason for Order** from the drop down and complete all required fields. Then click **Continue**.

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Order Tax Certificate

Order Details

Municipality
Guelph, City

Roll
2308.060.008.22900.0000

PIN
71250-0144

Address
55 CHARTWELL CRES GUELPH

Customer Reference

Review Order

Item	Price
Fee	\$ 68.63
Applicable Tax	\$ 1.37
Total	\$ 70.00

No credit cards have been saved, you will be asked to enter a credit card when you authorize your purchase.

Authorize Purchase

Cancel

NOTE: By clicking "Authorize Purchase" you acknowledge that All Sales Are Final.

Enter the Postal Code, Cardholder Name, Card Number, Expiry Date, and Card Security Code then click **Process Transaction**.

Mandatory fields marked by *

Cardholder Details

Enter your card's billing address without any special characters.

Postal/Zip Code*:

Payment Details

Transaction Amount: \$ 70.00 (CAD)

Order ID: 16611943840112322514

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

Cardholder Name*:

Card Number*:

Expiry Date (MMYY)*:

Card Security Code*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Process Transaction

Cancel Transaction

VIEW YOUR RECEIPT

When your tax certificate displays, click the **Receipt** tab to display the receipt. You can print it by clicking the **Download Your Receipt** button. Like your tax certificates, the receipt will be available in the Purchase History tab.

Order Tax Certificates

Order Details

Municipality
Burnaby, City

Search Type
PID

Search Criteria
001-001-001

Purchase Order
29489

Customer Reference

Start a Tax Certificate Search

Download Tax Certificate

Download Your Receipt

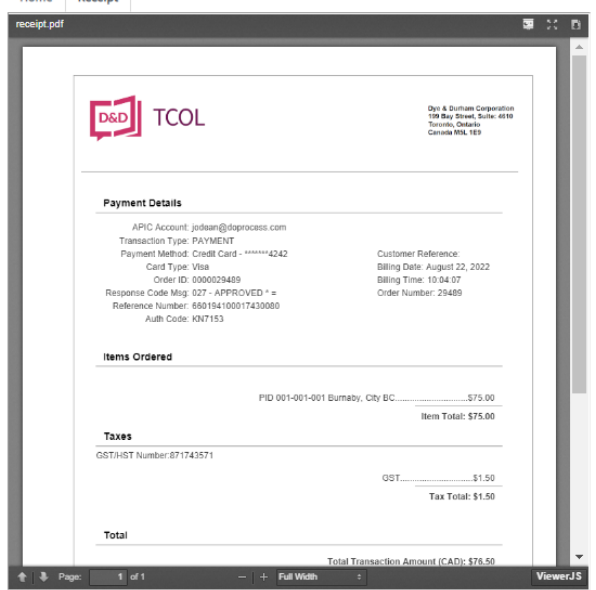
View Search History

You may view your purchased tax certificate and receipt by clicking on the appropriate tab below. To download your tax certificate please click on the "Download Tax Certificate" button.

Home

Receipt

receipt.pdf



VIEW YOUR TAX CERTIFICATE

When your certificate appears, you can print it by clicking the **Download Tax Certificate** button.

Order Tax Certificates

Order Details

Municipality
Burnaby, City

Search Type
PID

Search Criteria
001-001-001

Purchase Order
29489

Start a Tax Certificate Search

Download Tax Certificate

Download Your Receipt

View Search History

You may view your purchased tax certificate and receipt by clicking on the appropriate tab below. To download your tax certificate please click on the "Download Tax Certificate" button.