

2014 Advance Consultation Period Letter (Business Owners)

2014

ADVANCE CONSULTATION PERIOD

September 3, 2013

Dear Business Owner,

The City of Calgary is planning to mail its 2014 Property and Business Assessment Notices on Jan. 3, 2014. Prior to finalizing our 2014 assessment values, we would like to invite you to participate in the **2014 Advance Consultation Period taking place Oct. 7 – Nov. 7, 2013**.

Offered by the Assessment business unit, the Advance Consultation Period provides the opportunity for you to receive the 2014 preliminary assessment value on your business premises. After reviewing your 2014 preliminary assessment, should you wish to discuss the value further, you may book an appointment with an assessor during the Advance Consultation Period. This is an excellent opportunity for you to verify or, if necessary, update the information we have on record for your premises and get your questions answered before the 2014 Assessment Rolls are established.

To request your 2014 preliminary assessment, please contact us at **403-268-2888** during the Advance Consultation Period time frame.

We look forward to hearing from you during the Advance Consultation Period. However, if you prefer, our Customer Review Period is also available to you. The 60-day Customer Review Period runs from Jan. 3 – March 4, 2014 and provides the opportunity for you to review and inquire about your assessment, following the 2014 Notice mailing.

2014 Authorization of Agency

Please note, if you elect to have agent representation for the 2014 roll year, you will need to complete the Authorization of Agency process for each business account selected online through Assessment Search *Secure Login*. More information about Assessment Search is provided on the reverse side of this letter.

Business Tax Consolidation

On a separate matter, the business tax consolidation process is now underway with the first incremental revenue transfer from business tax revenues into the non-residential property tax scheduled to occur in 2014. There were no tax impacts in 2013 as a result of business tax consolidation. In 2014, 10 per cent of business tax revenues will be transferred to, and collected through, the non-residential property tax. The effect of the transfer will be a 10 per cent decrease to business taxes and an estimated 2.7 per cent increase to non-residential property taxes, due to the consolidation process only. For more information about business tax consolidation and to access a variety of online tools, visit calgary.ca/btc.

For any assessment inquiries, you can reach us by telephone at 403-268-2888 between the weekday hours of 8 a.m. and 4:30 p.m.

Sincerely,



Nelson Karpa
Director/City Assessor

calgary.ca | 403-268-2888

Onward/ Assure The City of Calgary of stable tax revenue financing through effective property and business assessment processes.



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Assessment Search – calgary.ca/assessmentsearch

Assessment Search at calgary.ca/assessmentsearch is The City of Calgary's website for property and business owners to access and review current year assessment information. A variety of web tools and resources are offered through the *Secure Login* service to help you check, review and compare your business assessment for fairness and equity. The website will be updated with 2014 assessment information on Jan. 3, 2014.

If you are a current *Secure Login* user, you can continue to log in as per usual. You only need the Business Identifier and Access Code displayed on the front of this letter if there has been a change in ownership or if you wish to add this business to a new or different myID account.

If you are a first-time *Secure Login* user, you must complete the following registration process:

Step 1:

Submit an email address for your business

- › Visit calgary.ca/businessemail and follow the instructions.

Step 2:

Create a Business Administrator myID UserID and Password

- › Visit calgary.ca/myID and follow the instructions to create a Business myID account.

Step 3:

Link your Business Administrator myID to your business assessment information

- › Access calgary.ca/assessmentsearch and enter your myID UserID and Password. Select *Secure Login*.
- › Enter the Business Identifier and confidential Access Code provided on the front of this letter. If you own multiple businesses, you can link each one to the same myID account.

If you are a property owner, as well as a business owner, you can link your property assessment information to your Business Administrator myID account to access property assessment web tools.

Once you have completed the registration process, you can begin using the online tools and resources offered through *Secure Login*.

For complete how-to information, visit calgary.ca/assessmentsearch.



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