Fixed Roof Accommodation Providers – Hornby Island

PST & MRDT payments

**Options to register to collect PST:**

* [Online using eTaxBC](https://www2.gov.bc.ca/gov/content/taxes/sales-taxes/pst/register/online)
* [In person](https://www2.gov.bc.ca/gov/content/taxes/sales-taxes/pst/register/in-person)
* [By mail or fax](https://www2.gov.bc.ca/gov/content/taxes/sales-taxes/pst/register/mail-fax)

Your registration can take up to 21 business days to be processed.

When you register, you're assigned a PST number. Your PST number is 11 characters long and is in this format: PST-1234-5678.

If you indicate on your registration application that you sell accommodation in a B.C. area that collects the municipal and regional district tax (MRDT), you'll be automatically set up to collect MRDT. Your PST number also applies to your MRDT return.

Once you have [registered to collect provincial sales tax (PST)](https://www2.gov.bc.ca/gov/content/taxes/sales-taxes/pst/register) you can file and pay your tax returns online using eTaxBC. eTaxBC is the easiest and fastest way to file your returns and pay your taxes.

To file and pay through eTaxBC, you must first [enrol for access](https://www2.gov.bc.ca/gov/content/taxes/etaxbc/enrol) if you don’t have an existing eTaxBC account.

**Enroll for access to eTaxBC**

Before you get started in eTaxBC, you must first enrol for access.

**Enrol as a business or individual**

To [enrol for access to eTaxBC](https://www.etax.gov.bc.ca/btp/eservices/?Link=Enrollment), you will need to know

1. [Your account type](https://www2.gov.bc.ca/gov/content/taxes/etaxbc/enrol#account-type)
	1. Select the account type that you would like to enrol for from the dropdown list: **Provincial Sales Tax** .
2. [Your account information](https://www2.gov.bc.ca/gov/content/taxes/etaxbc/enrol#account-information)

If you are a business, once you enrol for access to eTaxBC, you may be able to add access to and manage other [accounts that are available in eTaxBC](https://www2.gov.bc.ca/gov/content/taxes/etaxbc/about/account-types).

You need the following information to enrol:

1. Your program account number (for example PST-####-####), except for rural property taxes
2. One of the following:
	* Your business number (BN)
	* Your reference number (must be used for Non Tax Programs account type)
	* Your folio number

Your folio number must be used for Rural Property Tax and Mineral Land Tax account types.

Your Mineral Land Tax folio number can be found on your Notice of Mineral Land Tax Assessment or on your Statement of Account.

Your Rural Property Tax folio number can be found on your property tax notice or Statement of Account.

A specific piece of information that will be requested in “Step 3: Validation” of the enrolment process to verify your identity

If you don’t have the required information, please call us toll-free at 1-877-388-4440 (option 1).

**Next steps**

After you enrol for access to eTaxBC, an email will be sent to you to confirm your enrolment. When you log on for the first time, a one-time use access code will be sent to the email address that you provided when you enrolled. You should receive your access code within 2 minutes, but it could take up to 30 minutes.

If you don’t receive an access code, call the government, toll-free at 1-877-388-4440 (option 1). Your name must be in our records before we can provide you with the access code.

Once you successfully log on, you can manage your account, file returns, make payments and more.

**Once you enroll for access to eTaxBC, or if you already have an eTaxBC account,**[**log on**](https://www.etax.gov.bc.ca/btp/eservices)**to your account to file and pay your PST and municipal and regional district tax (MRDT) (if applicable), in the prescribed time-line.**

F.M.I.: <https://www2.gov.bc.ca/gov/content/taxes/sales-taxes/pst/register>