



HOW TO REQUEST A TAX CERTIFICATE THROUGH TCOL (TAX CERTIFICATES ONLINE)

Quick Reference Guide – Town of Ajax

[October 2022]

CONTENTS

1.	Getting started	3
2.	Sign in.....	3
3.	Request a Tax certificate.....	3
4.	View your Tax Certificate	5
5.	View Your Receipt	5

1. GETTING STARTED

Using Tax Certificates Online (TCOL), you can request tax certificates from participating municipalities in Ontario.

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

To register, visit account.apicanada.com/register, and complete the online registration form.

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 tax certificates online.

2. SIGN IN

To purchase a tax certificate, go to apicanada.com/tcol

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

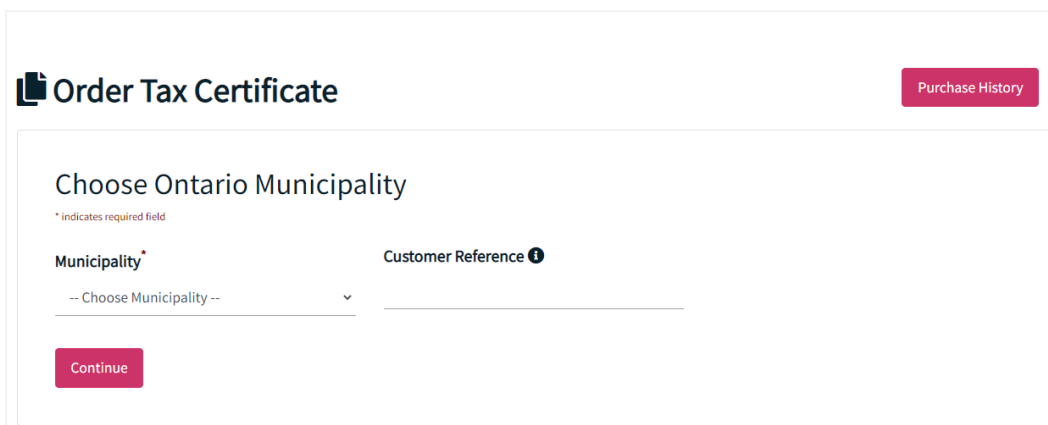


Enter the email address you used to register your account and the password you created. Then click **Sign In**.

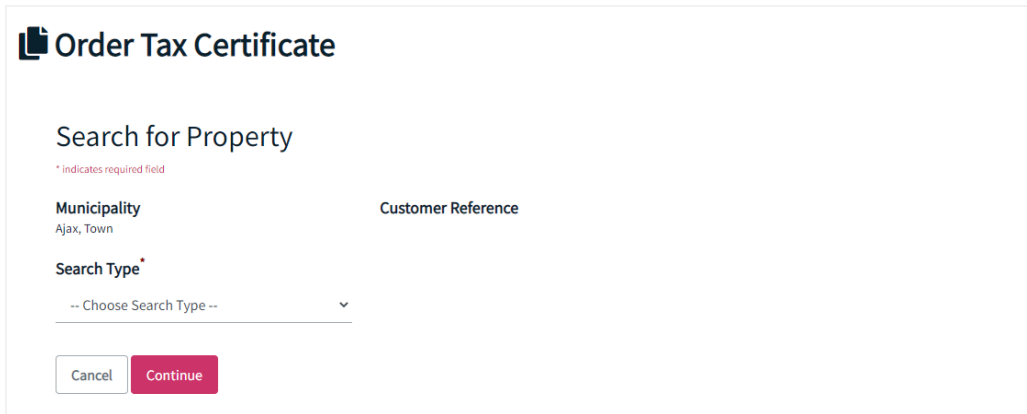
3. REQUEST A TAX CERTIFICATE

To request a tax certificate within any municipality, you will need the 19-digit PIN for the property of interest.

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



Select the **Search Type** from the dropdown list and click **Continue**. From there, you can search by roll number.



Order Tax Certificate

Search for Property

* indicates required field

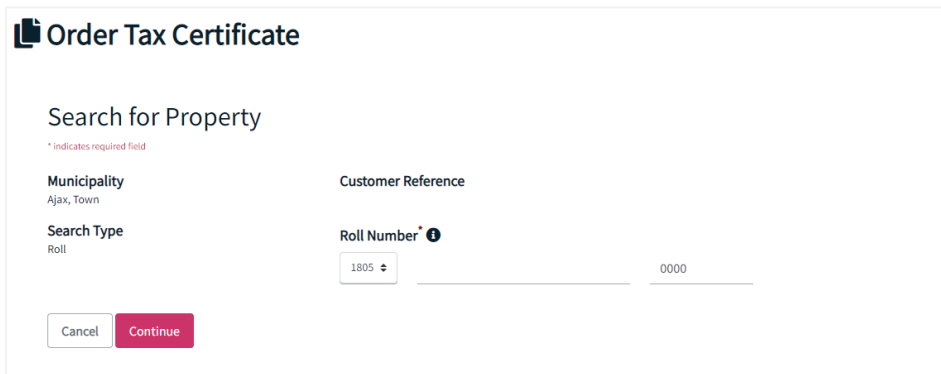
Municipality: Ajax, Town

Customer Reference:

Search Type: -- Choose Search Type --

Buttons: Cancel, Continue

Enter the **Roll Number** and click **Continue**.



Order Tax Certificate

Search for Property

* indicates required field

Municipality: Ajax, Town

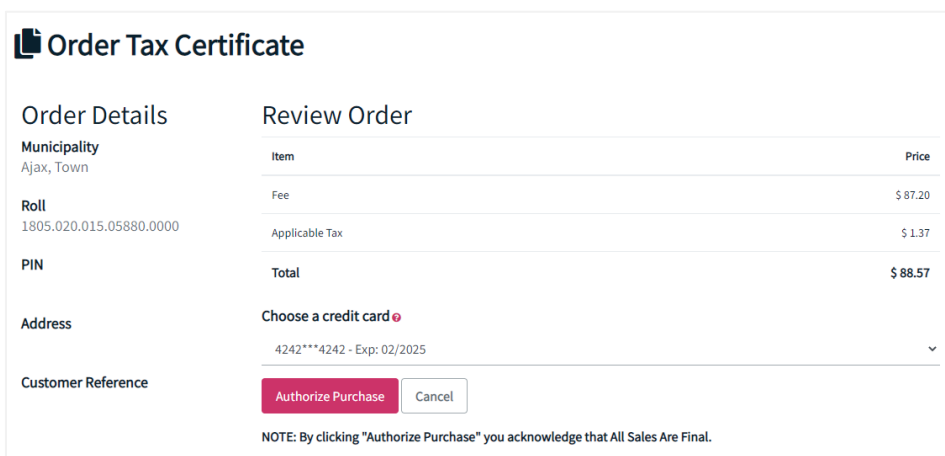
Customer Reference:

Search Type: Roll

Roll Number: 1805 0000

Buttons: Cancel, Continue

To complete the search, a purchase authorization screen will display the cost of the tax certificate. Click **Authorize Purchase** to proceed.



Order Tax Certificate

<p>Order Details</p> <p>Municipality: Ajax, Town</p> <p>Roll: 1805.020.015.05880.0000</p> <p>PIN:</p> <p>Address:</p> <p>Customer Reference:</p>	<p>Review Order</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>Fee</td> <td>\$ 87.20</td> </tr> <tr> <td>Applicable Tax</td> <td>\$ 1.37</td> </tr> <tr> <td>Total</td> <td>\$ 88.57</td> </tr> </tbody> </table> <p>Choose a credit card: 4242***4242 - Exp: 02/2025</p> <p>Buttons: Authorize Purchase, Cancel</p> <p><small>NOTE: By clicking "Authorize Purchase" you acknowledge that All Sales Are Final.</small></p>	Item	Price	Fee	\$ 87.20	Applicable Tax	\$ 1.37	Total	\$ 88.57
Item	Price								
Fee	\$ 87.20								
Applicable Tax	\$ 1.37								
Total	\$ 88.57								

Enter the postal code, cardholder name, card number, expiry date and card security code, then click **Process Transaction**.

4. 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
Ajax, Town

Search Type
ROLL

Search Criteria
1805.020.015.05880.0000

Purchase Order
29757

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

Roll: 1805.020.015.05880.0000_Ajax__Town_ON_Plus.pdf



5. VIEW YOUR RECEIPT

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

Order Tax Certificates

Order Details

Municipality
Ajax, Town

Search Type
ROLL

Search Criteria
1805.020.015.05880.0000

Purchase Order
29757

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

