



VCH Multiple Owner Numbers - Access Form

The following Access Form is for a Virtual County Hall (VCH) User Account to have online access to multiple owner numbers/accounts.

Primary Owner Number/Account *	
Primary Owner Number <i>(6 digits)</i>	
Primary Owner Name <i>(as shown on tax notice)</i>	

**IMPORTANT - The Primary Owner Number/Account to be used should be the Owner Number with the most tax roll accounts as we want to minimize the work required on adding this to the other owner number's tax roll accounts. Your VCH User Account should be activated on a tax roll account within your Primary Owner Number.*

The following is a listing of the Other Owner Numbers/Accounts that you also have direct ownership, but have different owner names/numbers that you are wanting access to:

Other Owner Numbers	Other Owner Names

For the above "Other Owner Numbers", Vulcan County will require supporting documentation to ensure that you also have direct ownership in the properties (Freedom of Information and Protection of Privacy). By signing the Access Form below, you confirm that you meet and agree to the following terms and conditions:

- You have direct ownership of the "Other Owner Numbers" as listed in the Access Form.
- Understand that delays in requesting access and/or processing updated configurations do not change the related due dates as indicated on the Tax Notice(s).
- The updated configuration may increase the Tax Notices being mailed each year.
- The County may contact me relating to this Access Form and other related information and/or documentation. Contact information includes:

Email Address: _____

Phone Number: _____

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Signature

Name

Date

The personal information requested is being collected under the authority of the *Freedom of Information and Protection of Privacy* (FOIP) Act and is protected by the FOIP Act. If you have any questions about the collection, contact the FOIP Coordinator at (403) 485-2241.

Additional Information on Configurations:

- Supporting Documentation on ownership should be provided with this Access Form. Supporting documentation may include (but not limited to):
 - Current "Combined Assessment and Tax Notice" and/or Owner Summary.
 - Current copy of land titles certificate.

The level of supporting documentation required will be at the discretion of the Financial Services Manager as there may be other system supported documentation that is internally available. Please email accountant@vulcancounty.ab.ca for more information.

- It is important that any subsequent ownership changes are provided to Vulcan County so that the system can be updated. Please email accountant@vulcancounty.ab.ca if there are any missing tax roll accounts and/or tax roll accounts no longer owned.
- Setting up of a "secondary / non-titled owner" will result in additional Tax Notices being generated for the related tax roll accounts (and may become duplicate paper copies received – not optional at this time with system configurations).
- Depending on staff availability, it may take 5-10 business days to process the updated configurations. This process does not change the related due dates as indicated on the Tax Notice(s).

Purpose of Access Form:

VCH online portal allows for user accounts to access tax rolls and information for a specific Owner Number; however, if a ratepayer has more than one owner number/account, they would technically need separate user accounts for each Owner Number.

Multiple Owner Numbers/Accounts occur when there are separate properties that are registered differently under Alberta Land Titles (which defines the Tax Roll's Owner Name); for example, a ratepayer could have some land owned by "John Smith" and others with "John and Jane Smith"; this would create two separate Owner Numbers/Accounts under each name.

To allow online access to multiple owner numbers/accounts, Vulcan County has developed an alternative configuration to increase the usability and effectiveness of VCH in which a Primary Owner Number can be assigned as a "secondary / non-titled owner" on the other owner number's tax roll accounts. This will provide the VCH User Account with online access to tax rolls under other owner numbers/accounts. The information on this form is required to process these configurations on your accounts.

Vulcan County Approval – Internal Section Only:

_____ *signature*

Name	
Position	
Date Approved	
Date Processed	