

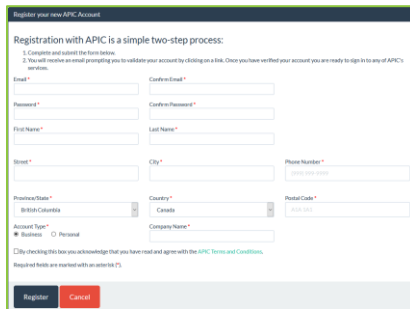
Quick Guide on how to request an Ontario Tax Certificate through TCOL

Register

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

Before using TCOL, you must register with APIC. It is free to create an APIC 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.



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/>

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

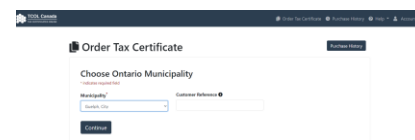


Enter the email address you registered your account with and the password you created. Then click **Sign In**.

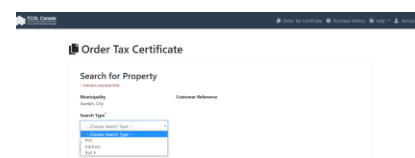
How to request a tax certificate

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**.

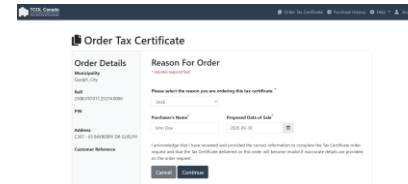


Select the **Search Type** from the drop down and click on **Continue**.

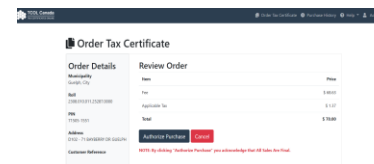


Enter and/or select the correct information and click **Continue**.

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



To complete the search, a Purchase Authorization screen will show the cost of the tax certificate. Click **Authorize Purchase**.

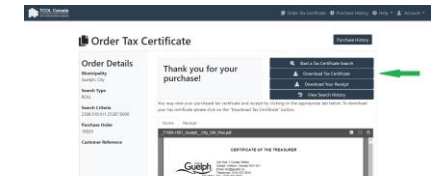


Enter the Postal Code, Cardholder Name, Card Number, Expiry Date, and Card Security Code then click **Process Transaction**.



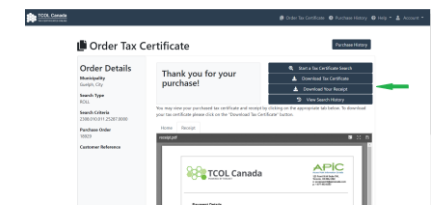
View Your Tax Certificate

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



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.



Contact a TCOL Representative
1-877-953-8253