

**INSTRUCTIONS**

1. Go to [www.duncan.ca](http://www.duncan.ca) and click on "I want to..." then "Pay Online."
2. Click "Link & Register", then select "Create Account" for step-by-step guidance.
  - *If you already have an account, you can skip steps 3 and 4 and simply sign in (go to Step 5 for instructions on linking your other accounts)*
3. Select Account type – "PT – Property Tax"
4. Enter the required account details (found on past tax notices), then click "Save."
  - For **Property Tax**, you'll need your **Roll Number** and **Access Code/Pin** (example below)

**2025 PROPERTY TAX NOTICE**



**THE CORPORATION OF THE CITY OF DUNCAN**

200 Craig Street, Duncan, B.C. V9L 1W3  
 Phone: 250-746-6126 taxes@duncan.ca  
 Office Hours: M – F 8:30 AM – 4:00 PM

123 CORPORATION  
 123 CRAIG STREET  
 DUNCAN BC V1V 1V1

*If the property has been sold, please forward this notice to the purchaser.*

Jurisdiction:	207	Roll:	00000000
Civic Address:	123 CRAIG STREET		
Legal Desc:	Plan:	Lot:	A      Block:
	DL#:		

Mortgage Code: \_\_\_\_\_ Access Code: 12345  
 Mortgage Name: \_\_\_\_\_

• Reprint •  
 Sep 19, 2025

<p><b>DUE DATE</b>  <b>4:00 PM</b>  <b>July 2, 2025</b></p>	<p><b>Penalties &amp; Interest</b></p>
	<p>5% Penalty - 4:00 pm July 2, 2025          5% Penalty - 4:00 pm Sept. 2, 2025</p>
	<p><i>Penalties apply to unpaid taxes          or unclaimed grants</i>          Interest on arrears and delinquent          taxes calculated to <b>July 2, 2025</b></p>

**To link Your Other Accounts to Your Profile:**

5. Navigate to your profile "Account Management"
6. Select "Add Account" and enter the required information from your previous invoices (see examples above)