



Processing Periodical Data Advice & Ownership Change Reports in December and January

Impacted Data Advice Customers:

For Data Advice customers that subscribe to both our Completed Roll Data Advice AND our Periodical Data Advice (e.g., Weekly Data Advice files or Change Reports (pdf)).

Purpose:

This bulletin is to remind BC Assessment Data Advice customers the importance of downloading and processing the Data Advice files in the correct sequence between the Completed Roll closure date (December 1, 2023) and the 2024 Completed Roll Data Advice release date January 1, 2024.

Please note that should files be processed out of sequence, the most current data available may be overwritten.

Action Required:

Prior to downloading and processing any Data Advice files, please confirm details found in the corresponding Audit Report. The Audit Report highlights the contents of the file including the date range.

Should any information found in the Audit Report be incorrect, please contact us before proceeding to download any other files. This information can be found in the heading of each report:

20231105 WEEKLY 7201 AUDIT.pdf
Period: 29-Oct-2023 - 04-Nov-2023
Order ID: 108006
[REDACTED]

Run Date: 05-Nov-2023 12:05 PM
Run Type: WEEKLY
Roll Year: 2024
Ownership Year: 2024

For Data Advice Customers who receive both our Completed Roll Data Advice AND Monthly Data Advice products:

Due to the delivery of our Monthly Data Advice files (16th of each month); there will be **no further action** required.

It is still important to report any errors in your Audit Report. Please contact us before proceeding to download any other files should you find any discrepancies.

Please note that the reporting period for the December Monthly file will be from November 16th to December 1st and the January Monthly file will include changes from December 2nd to January 15th. The January file will contain ownership information for the following assessment roll year (2024).

For Data Advice Customers who receive both our Completed Roll Data Advice AND Weekly Data Advice products:

December 2023:

1. Process the **December 3rd** files (**20231203_WEEKLY_XXXX**) as usual.

*Please note: the reporting period for this file will be **November 26th – December 1st***

2. Do **NOT** process the remaining **December 10th, 17th, 24th & 31st** files (**20231210_WEEKLY_XXXX, 20231217_WEEKLY_XXXX, 20231224_WEEKLY_XXXX & 20231231_WEEKLY_XXXX**) until the 2024 Completed Roll Data Advice files have been processed.

*Please note: the reporting period for the **December 10th** file will be **December 2nd – 9th**.*

January 2024:

1. Process the 2024 Completed Roll Data Advice File (**20240101_COMP_XXXX**). This is the first file for 2024.
2. Go back and process the remaining **December 10th, 17th 24th and 31st** Data Advice files (**20231210_WEEKLY_XXXX, 20231217_WEEKLY_XXXX & 20231224_WEEKLY_XXXX**). These are the first set of files that will contain ownership information for the following assessment roll year (2024).

Please ensure the December files uploaded on December 10, 17 & 24 are processed in order.

3. Starting with the **January 7th** file (**20240107_WEEKLY_XXXX**), the files can be processed as normal.

Contact Information:

If you have any questions regarding Data Advice, please contact the BCA Property Information team at propertyinfo@bcassessment.ca or 1-866-valueBC (1-866-825-8322), ext. 00119.

If you have any questions regarding a specific property, please contact the applicable region at 1-866-valueBC (1-866-825-8322) or:

Assessment Region	Email Address
Vancouver Island	vancouver.island@bcassessment.ca
Greater Vancouver	greater.vancouver@bcassessment.ca
Fraser Valley	fraser.valley@bcassessment.ca
Thompson Okanagan	thompson.okanagan@bcassessment.ca
Kootenay Columbia	kootenay.columbia@bcassessment.ca

Northern BC

northern.bc@bcassessment.ca