



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

Impacted Data Advice Customers:

Data Advice customers that subscribe to both our Completed Roll Data Advice AND our Periodical Data Advice (e.g. Weekly or Monthly updates).

Purpose:

This bulletin is to remind Data Advice customers of the importance of downloading and processing the Data Advice files in the correct sequence between the Completed Roll closure date (December 3, 2020) and the 2021 Completed Roll Data Advice (January 1, 2021).

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:

20201122 WEEKLY 7206 AUDIT.pdf
Period: 15-Nov-2020 - 21-Nov-2020
Order ID: 54889
[REDACTED]

Run Date: 22-Nov-2020 11:42 AM
Run Type: WEEKLY
Roll Year: 2021
Ownership Year: 2021

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

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

It is still important to report any errors in your Audit Report, so 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 include changes from November 16th to December 3^d and the January Monthly file will include changes from December 4th to January 15th. The January file will also contain ownership information for the following assessment roll year (2022).

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

December 2020:

1. Process the **December 6th** files (20201206_WEEKLY_XXXX) as usual.

*Please note that the reporting period for this file will include changes from **November 29th - December 3rd**.*

2. Do **NOT** process the remaining **December 13th, 20th, & 27th** files (20201213_WEEKLY_XXXX, 20201220_WEEKLY_XXXX & 20201227_WEEKLY_XXXX) until the 2021 Completed Roll Data Advice files have been processed.

*Please note that the reporting period for the **December 13th** file will include changes from **December 4th - 12th**.*

January 2021:

1. Process the **2021 Completed Roll Data Advice File** (2021101_COMP_XXXX). This is the first file for 2021.
2. Go back and process the remaining **December 13th, 20th, & 27th** Data Advice files (20201213_WEEKLY_XXXX, 20201220_WEEKLY_XXXX & 20201227_WEEKLY_XXXX). These are the first set of files that will contain ownership information for the following assessment roll year (2022).

*Please ensure that the **December 13th, 20th, & 27th** Data Advice files are processed in order.*

3. Starting with the **January 3rd** file (20210103_WEEKLY_XXXX), the files can be processed as normal.

Contact Information:

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

If you have 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 |