



Before you can request a certificate for the emergency services levy (ESL) and/or land tax, you will need to know either the assessment number or title reference of the property.

1. Select **Purchase Certificate** from the **Certificates ESL and Land Tax** menu.

Purchase Certificate

Please enter property search criteria for the certificate(s) you require:

- Ensure ESL and/or Land Tax are selected as applicable; and
- Enter the Assessment Number or Title Reference for the property

Purchase Certificate

ESL *: Land Tax *:

Assessment Number: _____ Title: CT

2. The **ESL** and **Land Tax** box will be checked automatically, these can be unchecked if required.
3. Enter either the **Assessment Number** or **Title** (e.g. CT 1234/567) of the property and then click on **Search**. Details of the search are displayed.

Purchase Certificate

ESL *: Land Tax *:

Assessment Number: 111111111 Title Reference: CT 5005 905

ESL Property Retrieved

Assessment Number	Owner Name	Property Description	Cert Avail	Cert Required	Error
111111111	J CITIZEN	1 MAIN ROAD ADELAIDE SA 5000	YES	<input type="checkbox"/>	

Account to be debited for ESL Certificate Request Fee: CELT1 ESL Fee Charge per Request: \$

Land Tax Property Retrieved

Assessment Number	Owner Name	Property Description	Cert Avail	Cert Required	Error
111111111	J CITIZEN	1 MAIN ROAD ADELAIDE SA 5000	YES	<input type="checkbox"/>	

Account to be debited for Land Tax Certificate Request Fee: CELT1 LT Fee Charge per Request: \$



- If a certificate is available for request, click in the **Cert Required** field so that a tick appears in the box for the certificate/s you require.

If No is displayed in the **Cert Avail** column, an error message will appear in the **Error** column with a reason why the certificate may not be available. You may still initiate a request for the certificate and your request will be transferred to the [Unsuccessful Requests](#).

- Select the account you wish to debit for each certificate request fee from the drop down list and then click on the **Provide Certificate/s** button. By clicking on the **Provide Certificate/s** button, you are authorising the debit of the certificate request fee to the selected bank account.

ESL Property Retrieved

Assessment Number	Owner Name	Property Description	Cert Avail	Cert Required	Error
1111111111	J CITIZEN	1 MAIN ROAD ADELAIDE SA 5000	YES	<input type="checkbox"/>	

Account to be debited for ESL Certificate Request Fee CELT1 v ⓘ ESL Fee Charge per Request: \$

Land Tax Property Retrieved

Assessment Number	Owner Name	Property Description	Cert Avail	Cert Required	Error
1111111111	J CITIZEN	1 MAIN ROAD ADELAIDE SA 5000	YES	<input type="checkbox"/>	

Account to be debited for Land Tax Certificate Request Fee CELT1 v ⓘ LT Fee Charge per Request: \$

✔ Provide Certificate/s
✘ Cancel

Please Note: There may be instances when you request a certificate and you find that a message is displayed *"Your request contains items that you currently have a valid certificate for. If you choose to request new certificates you will be charged an extra fee. If you update the existing certificates they will be free."* If this occurs it is a reminder that you or someone in your organisation has already requested a valid certificate for this property. Click the **OK** button to request new certificate/s (a certificate/s fee will apply). Click on **Cancel** to cancel the purchase request and then conduct a certificate enquiry to update the existing certificate.

- The purchase certificate results are displayed. The **Liability** column displays the outstanding amount of liability for the property. Access the certificate by clicking on or the row.
- The certificate details are displayed, this information may differ slightly, depending on whether you are viewing an ESL or Land Tax certificate.

Emergency Services Funding Act 1998 Method of Calculation Applicant Notes

ESL Certificate Details

J CITIZEN – 1 MAIN ROAD / ADELAIDE SA 5000

Date Issued: 18/09/2018 Status: Current Ownership Number: 12345678

Assessment Number: 111111111 Title Ref: 1234/111 Capital Value: \$255,000.00

Area/Factor: R4/1.00 Land Use/Factor: RE/0.40

Username: example user Certificate No: 123456 Liability Ref No:

Your Reference:

ESL Certificates Levy Details 2018/2019

Fixed Charge: \$50.00	+ Variable Charge: \$130.95
- Remission: \$89.35	- Concession: \$0.00
+Arrears/-Payments: \$0.00	Total Payable: \$91.60

Payment Details

PLEASE NOTE: The amount payable displayed on this Certificate is accurate as at the date of issue and payment should be made on the Certificate (as part of the settlement process). This does not relieve property owners of their responsibility to ensure payment of the Levy is made by the due date on their Notice of Emergency Services Levy Assessment. The expiry date displayed on this Certificate is the last day an update of this Certificate will be issued free of charge, it is not the due date for payment. EXPIRY DATE: ...17/12/2018

Account: CELT1 Amount Payable: \$91.60 Date Paid:

The table below describes the information shown in the three different sections of this screen.

Section	Description
Certificate Details	<p>Displays the Certificate No. (unique number applied to each certificate), Certificate Status, Date Issued as well as the particulars of the property. Also displays the Username of the user that requested the certificate.</p> <p>Note: On the Land Tax Certificate Details screen, an "N" may appear next to the Taxable Value field. This "N" indicates that the figure in the Taxable Value field is a "notional value". A notional value is a reduced value applied to particular parcels of land (by the Office of the Valuer-General) for rating and taxing purposes and this figure is used as the taxable value for the calculation of land tax.</p> <p>The Your Reference field is an optional field where you can record your own reference against the certificate (e.g. client number, file reference etc.). If required, enter the details in this field and click on the Save Reference button.</p>

Levy /Land Tax Details	Shows a breakdown of the Total Payable amount for ESL or Land Tax.
Payment Details	This section will only be displayed if an amount is outstanding on the property. Displays the amount payable for the assessment and the certificate expiry date (this is the last date an update of this certificate will be issued free of charge. You also select the account you wish to use for paying the certificate liability in this section.

Please Note: Links to additional information are provided at the top of the screen - **Method of Calculation** (ESL) and **Applicant Notes** (ESL and Land Tax). These links provide you with supplementary information that should be read in conjunction with the certificate. Simply click on the desired link to view the information.

8. You can view or print the certificate by clicking on the **View/Print Cert** button at the bottom of the screen.
9. To pay the **Amount Payable**, you need to ensure the account you wish to use to pay the liability is selected from the **Account** drop down list then click on the **Pay** button.
10. The **Certificate Liability Payment Confirmation** screen is displayed. Check to ensure the details on this screen are correct.

Certificate Liability Payment Confirmation

Click Accept to confirm payment of the liability for this certificate, click cancel to cancel payment and return to the previous screen

Certificate Number: <input type="text" value="123456"/>	Date Issued: <input type="text" value="18/09/2018"/>
Assessment Number: <input type="text" value="111111111"/>	Title Ref: <input type="text" value="CT 1234/111"/>
Account: <input style="border-bottom: 1px solid #ccc;" type="text" value="CELT1"/> ▾	Total Payable: <input type="text" value="\$91.60"/>

Accept

Cancel

11. If you need to change the account to be debited, click on the **Cancel** button to return to the previous screen.

If the details are correct, click on **Accept**. By clicking on the **Accept** button, you are authorising RevenueSA to debit the amount displayed in the **Total Payable** field from the account displayed in the **Account** field.

12. The **Certificate Liability Payment Confirmation Receipt** screen is displayed and includes a **Date Paid** and **Payment Reference**. Click on the **Print Receipt** button if you would like a printed copy of the receipt.