



PRE-AUTHORIZED DEBIT (PAD) AGREEMENT FOR PROPERTY TAXES

1 CUSTOMER INFORMATION (Please Print Clearly)

Name: _____

Folio #: _____

Property Address: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

2 BANK ACCOUNT INFORMATION YOU MUST INCLUDE A VOID CHEQUE WITH THIS PAD AGREEMENT

Bank Account No.

Branch Transit No.

Financial Institution No.

Chequing Account

Savings Account

Name of Financial Institution: _____

Branch Address: _____

3 PRE-AUTHORIZED DEBIT (PAD) DETAILS

EFFECTIVE DATE: _____

You, the Payor, authorize the CITY OF VICTORIA to debit the bank account identified above for \$_____ on the 1st business day of each month from August to May (10 months). **Any outstanding balance will be debited from your bank account on the 1st business day of July.**

These services are for (check one)

Personal Use

Business Use

The PAD Agreement amount may be changed by the Payor or Payee by telephone or by written notification. You, the Payor, may revoke your authorization at any time in writing, subject to providing seven (7) day's notice to the CITY OF VICTORIA. See reverse for details. For more information on your right to cancel a PAD Agreement, contact your financial institution or visit www.cdnpay.ca.

Signature of Account Holder _____

Signature of Joint Account Holder (if applicable) _____

Name (Please Print) _____

Name (Please Print) _____

Date _____

Date _____

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca.

Mail Your Completed Form, With Your Void Cheque To:

For Further Information, Please Contact Us At:

CITY OF VICTORIA
PROPERTY TAXES
#1 CENTENNIAL SQUARE
VICTORIA, BC V8W 1P6

Phone: (250) 361-0228
Fax: (250) 361-0214
Email: propertytax@victoria.ca

PRE-AUTHORIZED DEBIT (PAD) FOR PROPERTY TAXES

- A monthly prepayment program that includes ten (10) fixed amount withdrawals that will be made on the 1st business day of each month from August to May each year. The outstanding balance will be withdrawn on the 1st business day of July. *There is no withdrawal in the month of June.*
- To start preauthorized payments, your tax account must be at zero or in a credit balance.
- Your annual tax notice is mailed out in May. This notice will show any amounts that have been prepaid to date, as well as the balance that will be withdrawn from your account on the due date in July.
- Your Home Owner Grant application must be submitted to the City of Victoria at least seven (7) days prior to the tax due date to avoid having the grant amount included in your July withdrawal.
- Penalty charges and service charges will apply to any returned payments. The City of Victoria may cancel your automatic withdrawals if payments are returned by your financial institution.
- To cancel your preauthorized payment, seven (7) day's written notice to the City of Victoria is required.
- If you are selling your property, the written notice of cancellation is required prior to the date of sale. All credits remain with the property and should be adjusted at the time of sale on the Statement of Adjustments prepared by a lawyer or notary public.
- The withdrawal amount that you select should be no higher than the prior year tax amount paid, divided by 11 payments.

For Further Information or to Make Application, Contact:

City of Victoria
Property Taxes
#1 Centennial Square
Victoria, BC V8W 1P6

Phone: (250) 361-0228
Email: propertytax@victoria.ca