

# PROPERTY TAX

## PRE-AUTHORIZED PAYMENT PLAN CHANGE FORM

FOLIO # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REQUESTED BY \_\_\_\_\_ DAYTIME PHONE NUMBER \_\_\_\_\_

DATE THAT CHANGE WILL BE EFFECTIVE \* \_\_\_\_\_

**\*Please note information should be given at least seven days prior to an installment date to be effective for that installment.**

- CHANGE OF BANKING INFORMATION (ATTACH VOID CHEQUE)
- CHANGE OF MONTHLY WITHDRAWAL AMOUNT TO \$ \_\_\_\_\_
- ADDITIONAL PROPERTY TO BE ADDED

FOLIO # \_\_\_\_\_ MONTHLY AMOUNT \$ \_\_\_\_\_

**AUTHORIZED  
SIGNATURE:** \_\_\_\_\_

**CANCEL PREPAYMENTS:** \_\_\_\_\_  
AUTHORIZED SIGNATURE

**PREPAYMENT CREDIT BALANCES WILL NOT BE REFUNDED. IF THE PROPERTY IS SOLD THE CREDIT SHOULD BE INCLUDED IN THE STATEMENT OF ADJUSTMENTS AT TIME OF SALE.**

Office Use Only

Received by **COUNTER**      **PHONE**      **MAIL**      **EMAIL**      **FAX**

Date Received \_\_\_\_\_ Initials \_\_\_\_\_

Change entered by \_\_\_\_\_ Date \_\_\_\_\_

**ATTACH COPY OF LETTER OR EMAIL TO CHANGE FORM**

**FOLIO#----- CHANGE AMOUNT-----**