

PROPERTY TAXES

Pre-authorized Debit (PAD) Agreement



1 Customer Information (PLEASE PRINT CLEARLY)

Name (FAMILY NAME, GIVEN NAME) _____

Folio/Roll # _____

Property address _____

Mailing address (IF DIFFERENT THAN PROPERTY ADDRESS) _____

Telephone _____ Fax (OPTIONAL)

_____ Email (OPTIONAL)

2 Bank Account Information (You must include a void cheque with this PAD agreement)

Name of Financial Institution _____

Branch Address _____

Branch Transit No. (5 DIGITS)	Financial Institution No.	Account No.
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☐ Chequing Account

☐ Savings Account

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 cdnpay.ca.

Signature of Account Holder _____

Signature of Joint Account Holder (IF APPLICABLE) _____

Name (PLEASE PRINT) _____

Name (PLEASE PRINT) _____

Date (YY/MM/DD) _____

Date (YY/MM/DD) _____

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 cdnpay.ca.

Mail your completed form, with your void cheque to:

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

For further information, please contact us at:

T 250.361.0228
F 250.361.0214
E propertytax@victoria.ca

victoria.ca

Pre-authorized Debit (PAD) Agreement

- 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 The outstanding balance will be withdrawn on the 1st business day of July.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 Province of BC at gov.bc.ca/homeownergrant or by phone at 1.888.355.2700. The City of Victoria must receive your approved Home Owner Grant application from the Province of BC 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 an application, contact:

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

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