



1100 Patricia Boulevard  
 Prince George, BC, V2L 3V9  
 Call 311 or (250) 561-7600  
 www.princegeorge.ca

- Taxes paid in full
- Knows to pay current year taxes
- UT paid in full (start next period)
- UT not paid (start current month)
- Application reviewed and complete (initials)

**PRE-AUTHORIZED TAX PRE-PAYMENT / UTILITY PAYMENT APPLICATION**

Folio: \_\_\_\_\_ Utility Acct: \_\_\_\_\_

Property Address: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please enroll me in the following payment plan(s):

UTILITY PAYMENT PLAN Start Date: \_\_\_\_\_ / 30 / \_\_\_\_\_

TAX PRE-PAYMENT PLAN Start Date: \_\_\_\_\_ / 30 / \_\_\_\_\_

Taxes: expected home owner grant (please note that this is for calculation purposes only and is subject to eligibility):

no grant                       basic grant                       additional grant

These services are for (check one):                       Personal                       Business Use

I may revoke my authorization at any time, by phone or in writing, subject to providing notice of thirty (30) days prior to the 30th day of the month. To obtain a sample cancellation form, or for more information on my right to cancel a PAD agreement, I may contact my financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

I/we have read and agree to the terms and conditions on this application form, and hereby authorize the City of Prince George to draw pre-authorized monthly payments from my/our account for the pre-payment of taxes and/or the payment of utilities on the 30th day of each month (28th day for February).

Signature of Account Holder: \_\_\_\_\_ Signature of Joint Account Holder (if applicable): \_\_\_\_\_

\_\_\_\_\_  
 name - please print

\_\_\_\_\_  
 name - please print

Date: \_\_\_\_\_ Date: \_\_\_\_\_

I have certain recourse rights if any debit does not comply with this agreement. For example, I 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 my recourse rights, I may contact my financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

**TAX PRE-PAYMENTS AND UTILITY PAYMENTS ARE NOT REFUNDABLE  
 ALL PROPERTY TAXES MUST BE PAID PRIOR TO ENROLLING IN THE TAX PRE-PAYMENT PLAN**

Attach a void cheque, direct deposit form or counter cheque to this application.

date stamp

office use only

entered tax \_\_\_\_\_ ut \_\_\_\_\_ Grant None

tax \_\_\_\_\_ pmts of \$ \_\_\_\_\_ Reg  Add

ut \$ \_\_\_\_\_ Roll to Taxes Off

## TAX PRE-PAYMENT PLAN and UTILITY PAYMENT PLAN TERMS AND CONDITIONS

Regular monthly payments will be withdrawn on the 30<sup>th</sup> day of each month (with the exception that the February withdrawal will be on the 28<sup>th</sup>). The City of Prince George will provide ten (10) days written notice to new applicants advising of the monthly payment amount and withdrawal dates.

Written notice will be provided to participants prior to a change in payment amount or payment date at least ten (10) days prior to the next withdrawal.

**For property taxes**, notification of the final withdrawal amount for the current year taxes to be withdrawn on June 30<sup>th</sup> and the new monthly payment amount towards the following year's taxes commencing with the July 30<sup>th</sup> withdrawal will be on the property tax notice.

**For utilities**, a statement of account will be sent out annually in January showing the utility charges and transactions on the account for the previous year as well as the new monthly payment amount for the current year commencing with the January 30<sup>th</sup> withdrawal. A statement of account may be sent out at other times during the year if there is a change to the utility rates that results in an adjustment to the monthly payment amount.

Any pre-authorized withdrawal returned by the bank for any reason other than a stop payment will result in a returned item fee. For the utility payment plan, the withdrawal amount will be added back to the utility account. For the tax pre-payment plan, the pre-payment will be reversed and penalties may apply. The participant's privilege of continuing participation in the plan will be cancelled if two (2) consecutive monthly installments fail to be honoured by the financial institution on which they are withdrawn.

**TAX PRE-PAYMENTS and UTILITY PAYMENTS ARE NON-REFUNDABLE.** If the property is sold, the City of Prince George shall provide a tax certificate that will indicate the total of the tax pre-payments with interest earned to date, and the balance on the utility account. This information can be taken into account by the Solicitor or Notary when making the final adjustments in the sales transaction.

### TAX PRE-PAYMENT PLAN – ADDITIONAL TERMS AND CONDITIONS

**IF ELIGIBLE FOR THE PROVINCIAL HOME OWNER GRANT, THE TAXPAYER MUST STILL APPLY ANNUALLY FOR THE HOME OWNER GRANT.** The estimate of next year's pre-payment will be based on the taxpayer's continued eligibility for the grant. The home owner is responsible for advising the City of Prince George of any changes to their eligibility.

Taxes payable shall be estimated to be the same amount as the taxes levied in the previous year for that property, and shall be pre-paid in **eleven (11)** equal installments (July 30<sup>th</sup> to May 30<sup>th</sup>, with the exception that February withdrawal is on the 28<sup>th</sup>). If a taxpayer joins the program after July 30<sup>th</sup>, then the estimated taxes are divided by the remaining number of months up to and including the May 30<sup>th</sup> payment.

Variations between the estimated and actual taxes payable shall form the amount of the **twelfth (12<sup>th</sup>)** installment (June 30<sup>th</sup>).

All property taxes must be paid prior to enrolling in the tax pre-payment plan. In the event that there are taxes in arrears or delinquent chargeable on the property in question, the taxpayer will be precluded from participating in the tax pre-payment plan.

Tax pre-payments will attract a discount equivalent to simple interest paid at 5% below the lending prime rate as established by the principal banker to the Province on January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> and October 1<sup>st</sup> of each year. The discount or interest earned shall be calculated monthly. Any pre-payment that is withdrawn for any purpose other than the payment of City of Prince George property taxes shall not attract the discount.

### UTILITY PAYMENT PLAN – ADDITIONAL TERMS AND CONDITIONS

This plan is available for the payment of residential flat accounts.

If the payment plan is cancelled after the due date, the outstanding balance is due immediately and subject to the applicable penalty.

### COLLECTION OF PERSONAL INFORMATION

The personal information on this form is collected by the City of Prince George for the purposes of administering the pre-authorized tax pre-payment / utility payment application plan, under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of your personal information, please contact the Supervisor of Revenue Services, at 1100 Patricia Boulevard, Prince George, BC, or by telephone 250-561-7781.