



# Property Tax Prepayment

## Revision Authorization

Allow 10 business days for changes to take effect

Name \_\_\_\_\_ Roll # \_\_\_\_\_

Property Address (White Rock) \_\_\_\_\_

Phone Number (home) \_\_\_\_\_ (work) \_\_\_\_\_

I authorize the City of White Rock to:

Change my monthly installment to \$ \_\_\_\_\_

Change my bank account number (cheque marked "VOID" attached)

Delete me from the Prepayment Plan for the following reason:  
\_\_\_\_\_

Refund is applicable. Mail refund to:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Please submit this form to:

**City of White Rock**  
Financial Services Department  
15322 Buena Vista Avenue  
White Rock, BC V4B 1Y6  
(fax) 604-541-2118  
(tel) 604-541-2100 or 604-541-2107

## **Preauthorized Payment Plan Terms and Conditions**

- ***Only property owners whose current taxes are fully paid are eligible*** to participate in the Preauthorized Payment Plan.
- There are ten scheduled preauthorized payments: August 1 through May 1—***no payments in June and July***. Payment amounts will be automatically updated for each upcoming tax year, as reflected on the annual Property Tax Notice mailed in May. ***Property owners acknowledge that this annual Property Tax Notice will constitute pre-notification of the amount to be debited, and waive any other pre-notification requirements of the Canadian Payments Association Rule H1.***
- The annual Property Tax Notice, mailed each year at the end of May will show the current year's taxes less any prepayments and interest earned. Property owners are responsible for paying the balance, if any, by the required due date. To avoid penalties, all home owners eligible to claim a Home Owner Grant must do so each year by the required due date. A refund of any overpayment will be issued if a request in writing is received with instructions to do so. ***Refunds are not automatic.***
- A fee of \$30.00 will be charged to a property owner's tax account for payments not honoured by their financial institution. The City may cancel a Preauthorized Payment Plan if two or more consecutive payments are returned.
- Participants in the Preauthorized Payment Plan must advise the Financial Services Department in writing at least 10 business days prior to any changes in bank account information or to change the payment amount.
- ***If a property is selling or sold, the Property Tax Department must be notified as soon as possible in order to withdraw from the Preauthorized Prepayment Plan.***
- The Preauthorized Payment Plan may be cancelled provided written notice is received by the City of White Rock's Financial Services Department at least ten days before the next scheduled payment. Cancellation forms may be obtained from the Financial Services Department, or may be downloaded from the City's website: [www.whiterockcity.ca](http://www.whiterockcity.ca). To obtain a *sample* cancellation form, or for more information on the right to cancel a Preauthorized Debit Agreement, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).
- The Payor(s) have certain recourse rights if any debit does not comply with this Preauthorized Debit Agreement. For example, the Payor has the right to receive reimbursement for any debit that is not authorized or is not consistent with this Preauthorized Debit Agreement. To obtain more information on recourse rights, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).