



PROPERTY TAX PREPAYMENT PLAN APPLICATION & DEBIT AGREEMENT

Do not complete this form if you are already enrolled in the Prepayment Plan
FOR NEW APPLICANTS ONLY

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 and subject to an administration fee as shown in the current Fees and Charges Bylaw.**
- An administration fee for returned payments, as outlined in the Fees and Charges Bylaw, 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. 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.
- 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.

- I/We, the Payor(s) request and authorize the City of White Rock to debit my/our bank account the **first day of each month** (or the next business day) for the months of **August through May**, as indicated on the attached cheque/debit authorization form.
- I/We have read and understand the Terms and Conditions.
- I/We have attached a void cheque or a debit authorization form.

Signature: _____ Date: _____

If you have any questions, please contact: City of White Rock, Financial Services Department
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6
(Fax) 604-541-2118
(Tel) 604-541-2280
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