



## Pre-Authorized Withdrawal Request for Change / Cancellation

Owner Information	
Registered Owner(s)	Folio Number
Property Address	Utility Account Number
Phone (home)	Phone (Business or Cellular)
Email Address	
Mailing Address (if different than Civic)	

Update / Cancellation Information	
<p><b>How to make changes:</b></p> <ul style="list-style-type: none"> <li>Complete and sign this form and submit to: City of White Rock, Financial Services Department 15322 Buena Vista Ave White Rock, BC V4B 1Y6 <b>OR FAX</b> to: 604-541-2118 <b>OR SCAN</b> and email to: finance@whiterockcity.ca</li> </ul> <p><b>Processing of Changes:</b></p> <ul style="list-style-type: none"> <li>The City requires <b>10 days</b> written notification prior to the next withdrawal date to process change or cancellation requests</li> </ul>	
<p><b>Change bank account information</b></p> <input type="checkbox"/> Attach a blank cheque marked "VOID" or direct withdrawal request (DWR) form	<p><b>Change my property tax monthly instalment amount</b></p> <input type="checkbox"/> Change to: \$ _____ <input type="checkbox"/> Do not auto recalculate
<p><b>Cancel pre-authorized withdrawal(s)</b></p> <input type="checkbox"/> Tax Account <input type="checkbox"/> Utility Account	<p><b>Refund is applicable</b></p> <input type="checkbox"/> Yes. Please note, the City charges an administration fee of \$25 for processing of refund requests <input type="checkbox"/> Statement of adjustments attached
<p><b>An administration fee of \$25 will be deducted from any refund requests.</b></p>	
Date (YYYY/MM/DD)	Signature

For Internal Use Only			
Posted by:	Batch #	Refund Amount	Admin fee added? <input type="checkbox"/>
Notes			PAWs UB Updates? <input type="checkbox"/>
			PAWs TX Updates? <input type="checkbox"/>