

CHANGE PRE-AUTHORIZED PAYMENTS

Notification of change must be submitted on or before the 10th day of the month in which the change is to take effect.

Effective date: 10 / / Tax Folio: _____ Utility Account: _____
day/month/year

First Name: _____ Last Name: _____

Phone: _____ Email: _____

Property Address (for service at): _____

Apply changes to:

☐ Tax and Utility Accounts ☐ Tax Account Only ☐ Utility Account Only

Changes requested:

- ☐ Change my banking information. Must attach VOID cheque or Direct Debit (PAD) form from bank.
- ☐ Recalculate tax monthly payments due to: account adjustment, lump sum payment made, late or changed homeowner grant value, voluntary payment increase.

Payment recalculation (optional, if blank, staff will complete)

Prior Year Gross Levy: \$ _____ *Column A, Total New Taxes.*

Less Existing Installments: \$ _____ *Or other account adjustments.*

Less Home Owner Grant: \$ _____ Grant Type:

Add Voluntary adjustment: \$ _____ *(up to 5% of prior year gross levy)*

= Net Installments to be made: \$ _____

Divide by # of remaining payments _____ = \$ _____ new monthly payment.

If eligible, Home Owner Grants must be claimed each year, directly with the province.

Voluntary adjustments requested will apply only to the current installment year and will not carry forward automatically. Recalculation to include voluntary adjustments must be requested annually.

Print Name: _____ Signature: _____ Date: _____

Email completed form and any attachments to covdata@vernon.ca; or submit to City Hall.

Personal information is collected for the purposes of processing this authorization. The City of Vernon is collecting this information under s.26 of the Freedom of Information and Protection of Privacy Act. For any questions regarding the collection of personal information, please contact the FOI Clerk at foirequest@vernon.ca or 250-545-3491.