

**CANCEL OR CHANGE PRE-AUTHORIZED PAYMENTS**

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

Effective Date: \_\_\_/\_\_\_/\_\_\_  
Day/Month/Year

Tax Folio/Roll: \_\_\_\_\_ Utility Account: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

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

Civic Address (for service at): \_\_\_\_\_

**Apply changes to:**

Tax and Utility Accounts

Tax Account Only

Utility Account Only

**Changes required:**

Change my banking information. Must attach VOID cheque or Direct Debit (PAD) form from bank.

Cancel my pre-authorized payments.

Recalculate tax monthly payments due to: account adjustments, lump sum payment made, late homeowner grant receipt, change in grant amount receivable.

LAST YEAR LEVY: \_\_\_\_\_

ADD/LESS ADJUSTMENTS: \_\_\_\_\_

LESS HOMEOWNER GRANT: \_\_\_\_\_ If eligible, must be claimed annually with Province.

= ESTIMATE OF TAX TO PREPAY: \_\_\_\_\_

÷ 11 (or ÷ \_\_\_\_\_) MONTHS = \_\_\_\_\_ New monthly payment amount for current year.  
# Payments remaining.

No refunds available on pre-authorized payments. When selling a property, account balances and credits remain with the property and should be adjusted for at the time of sale by the lawyer or notary.

Email completed form and any attachments to [covdata@vernon.ca](mailto:covdata@vernon.ca); or submit to City Hall at 3400 30 ST.

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

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

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

*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](mailto:foirequest@vernon.ca) or 250-545-3491.*

