

## Property Tax Prepayment Plan Authorization Form

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


Folio Number: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(optional) DAY MONTH YEAR DAY MONTH YEAR

Property Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**\*All outstanding property taxes must be paid in full to join the pre-payment plan\***

**Eligibility for Home Owner Grant**  Check One  Not Eligible  Under 65  65 or over, or disabled

Each payment shall be treated as if I/we had personally issued a cheque for payment. This plan may be cancelled at any time by providing 10 working days written notice to Financial Services. This payment is calculated as follows:

Last Year's Gross Taxes: \$ \_\_\_\_\_  
LESS: Homeowner Grant if Eligibility: \$ \_\_\_\_\_  **Claim Grant by JUNE 15<sup>th</sup> each year**  
EQUALS: Net taxes: \$ \_\_\_\_\_ / 11 = \$ \_\_\_\_\_ Monthly Withdrawal

The amount will be withdrawn monthly on the 15<sup>th</sup> day from August to May for 10 equal payments. This amount is calculated based on the current year's tax levy. Every August this amount is recalculated using the current years' tax levy less the grant amount if claimed. Every July, the remaining balance outstanding or 11<sup>th</sup> withdrawal is taken.

**Please read and initial the boxes and attach a "VOID" cheque or PAD from your financial institution.**

I/we have read and understand the terms and conditions of the plan and hereby authorize the City of Vernon to deduct monthly payments from our bank account each month from August to May as well as the remaining balance owing on the first working day after July 1 each year.  
Initial

I/We understand it is our responsibility to advise the Tax Department if our home owner grant situation changes.  
Initial

A service charge for dishonored payments will apply as set by bylaw. After three dishonored payments you will be removed from the pre-authorized payment plan.  
Initial

**Selling Your Property:** You or your legal council MUST cancel this contract by providing written or electronic authorization to the Finance department at [covtax@vernon.ca](mailto:covtax@vernon.ca). The City requires at least 10 working days before the next withdrawal in order to stop the payment. The sale of the property does not automatically stop the withdrawals. **There are NO REFUNDS under this plan.**  
Initial

**I/We fully understand it is our responsibility to claim the Home Owner Grant, if eligible every year by JUNE 15<sup>th</sup>, to ensure the correct amount is withdrawn from our bank account on the Property Tax due date.**  
Initial

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

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

"Personal information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act* and will be used only for the purposes of responding to your request".

