



PRE-AUTHORIZED WITHDRAWAL PLAN Application

APPLICANT INFORMATION

Name (s): _____

Mailing Address: _____ City: _____ Postal Code: _____

Email: _____ Phone: _____

PROPERTY INFORMATION

Civic Address: _____

Folio Number (if known): _____ User Rate Account Number (if known): _____

PROPERTY TAX PLAN

Installments are withdrawn on the fifteenth (15th) of the month. The regular program is from July to June each year for a total of twelve (12) installments, however taxpayers can apply at any time but would not be able to collect twelve (12) installments toward the upcoming year's taxes through the program.

Note: Taxes must be up-to-date (zero balance or credit) to enroll in the program.

- New Application Modify Current Plan (either amount or banking information) Cancel Plan

Start Date: _____ (must be the 15th of the month and at least 10 business days from application date)

Please indicate your Home Owner Grant Eligibility (check only one):

- No Grant (not eligible) Basic Grant Senior (65+ current year) **or** Additional Grant

Option 1 - Variable: I choose to have the City calculate my monthly installment \$ _____

To estimate the monthly installment the City:

- a) Takes the "Total Net Taxes Levies" on your tax notice and adds 5%
- b) Deducts eligible Home Owner Grant amount
- c) Divides by the number of installments left (normally 12) and rounds to nearest \$5.00

Option 2 – Fixed: I choose to determine my monthly installment (min. \$25/month). \$ _____

- Annual Auto Recalculation Remain Static – Will only be changed upon written request

USER RATE PLAN

Enrolling in either program below will keep outstanding balances from transferring to property tax and accruing daily interest on January 1st each year. **Please choose one of the options below.**

- New Application Modify Current Plan (banking information/plan type) Cancel Plan

Option 1 - Auto Debit: The total invoice amount, including the discount available, will be withdrawn on the due date (approximately every four (4) months).

If you are applying less than 10 business days before your current statement due date, please pay the amount owing to ensure you receive the 5% discount, otherwise the full amount, without the discount will be withdrawn on the next due date.

Option 2 - Equal Payment Plan: An estimated amount will be withdrawn on the first (1st) of the month. This estimated amount changes every third (3rd) billing. The minimum amount for a Single-Family Dwelling is \$75.00 and for a Single-Family Dwelling with a Secondary Suite is \$105.00

To estimate the monthly amount the City will:

- a) Calculate total charges for the previous year (3 billing periods)
- b) Divide by 12 months

DECLARATION & CONDITIONS

I/We authorize the City of Nanaimo to deduct funds from my financial institution account for the payment of property tax and/or user rates and agree to the following:

GENERAL

1. This Plan is governed by Bylaw No. 4904.
2. Written notice is required ten (10) business days prior to the instalment date to: a) discontinue participation in the plan, b) change the installment amount, or c) update the banking information.
3. The City may impose and collect an administration fee on any dishonoured payment per the *Fees and Charges Bylaw*. Only one attempt will be made to withdraw the funds from your account as per your agreement date(s).
4. The City may cancel participation in the plan(s) after three (3) dishonoured payments.
5. The registered owner will notify the City to cancel the plan on a sale or transfer of the property. **Credits must be adjusted between purchaser and vendor on the statement of adjustments.**
6. Except under extraordinary circumstances, pre-payments (credits) are non-refundable. Refunds will have interest calculated to the end of the previous month. An administration fee of \$25 may be deducted from the refund. Please allow 4-6 weeks for processing.
7. The person who signed this application is the authorized signatory on the bank account listed.
8. The registered owner's delivery of this authorization to the City will constitute delivery to the registered owners' bank.

PROPERTY TAX PLAN

9. Installments will be withdrawn on the fifteenth (15th) of the month for twelve (12) months starting in July and ending in June.
10. Simple interest is paid at the prescribed rate.
11. The plan automatically continues each year unless written notification to cancel has been provided.
 - Under Option 1, the City may adjust the monthly installment in July each year based on estimated changes to the annual taxes.
 - Under Option 2, there is an option to have the City recalculate the monthly installments based on the upcoming year's estimated percentage increase or to have it remain unchanged unless written notice is provided.
12. Monthly installments are based on an estimate and are not a guarantee of the amount of property taxes that will be levied. Ensure you check your annual tax notice for any outstanding balance. Any outstanding balance is to be paid by the tax due date. Outstanding balances after the tax due date are subject to penalty(s).
13. It is the responsibility of the registered owner to claim the Home Owner Grant (if eligible) before the penalty date each year to avoid any penalties.

USER RATES

14. If a current Statement of User Rates has been generated, you must pay the amount due in full by the discount date to receive the 5% discount. Should you wish to forgo the discount, the full amount will be withdrawn on the next scheduled withdrawal date, which will be the effective start date.
15. The account holder is responsible to review their bill for any water consumption concerns (i.e. potential leak) and to contact the User Rate department (userrates.info@nanaimo.ca or 250-755-4416) at least ten (10) business days prior to the discount date to process any adjustments.

SIGNATURE

Signature

Date

NOTES

To submit the application:

Attachment: Void cheque or bank authorization form

Mail: Finance Department : 455 Wallace Street
Nanaimo, BC V9R 5J6

Email: collections.info@nanaimo.ca

RECEIVED

OFFICE USE ONLY

Entered by:

Reviewed by:

Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of your personal information may be referred to the Records/Information & Privacy Coordinator by email: foi@nanaimo.ca or phone: 250-755-4405.