

Applicant Information

☐ Registered Owner ☐ Other: state relationship: _____

Full Name: _____

Company Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____ Country: _____

Phone: _____ Cell: _____ E-mail: _____

Property Information

Property Address: _____ Postal Code: _____

Property Folio/Roll: **470-**_____ Are you the Property Owner? ☐ Yes ☐ No

Bank Account Information (or attach void cheque)

Financial Institution: _____

Financial Institution Address: _____

Institution Number: _____ Transit Number: _____ Account Number: _____

Payment Information

Monthly Payment: _____ Date payment effective: _____

The payment may be increased / decreased at a future date as agreed to in writing.

Agreement

Authorization of the Account Holder(s) to the Under-noted Payee to Direct Debit an Account. Payee: City of Quesnel, 410 Kinchant St., Quesnel, BC.

I (we) as the account holder (s), authorize the Payee and the above-noted financial institution to debit my (our) account, at the above indicated branch of the financial institution, under terms and conditions agreed to by me (us) with the Payee until such time as written notice to the contrary is given to me (us) to the Payee.

The branch of the financial institution at which I (we) maintain the account is not required to verify that the payment(s) is/ are drawn in accordance with the authorization.

I (we) will notify the Payee in writing of any change in the account of information or termination of the authorization prior to the next due date of the pre-authorized debit.

I (we) understand that a written declaration to this effect must be given to my (our) financial institution. I (we) acknowledge that delivery of this authorization to the Payee constitutes delivery by me (us) to the above-noted financial institution.

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

Print Name *Authorized account holder(s)* _____

Signature(s) _____

Date _____

OFFICE USE ONLY

Date Complete: _____ Initial: _____ Folio Number: _____



Property Tax Pre-Authorized Payment

Finance Department

410 Kinchant St, Quesnel, BC, V2J 7J5

T: 250-992-2111 | F: 250-992-1512

E: financedepartment@quesnel.ca
quesnel.ca

Terms and Conditions

Property tax balance outstanding will not be automatically withdrawn from your bank through PAP, therefor it must be paid by the tax due date in order to avoid a 10% penalty.

Tax Notices

The funds held in your Pre-Authorized Payment (PAP) account will be applied to your annual property taxes.

Property Tax notices are issued after the final PAP payment in May and will show the final balance owing on your account. This final balance will NOT be withdrawn from your bank.

If eligible, it is the registered homeowner's responsibility to claim the Home Owner Grant by the due date. A 10% penalty will apply if claimed after the due date.

Monthly Payments

PAP 10 month installments are calculated by taking the total amount paid for the calendar year taxes and dividing the amount by 10 (months).

Pre-authorized payments will be debited on the second day of each month except for June and July.

The PAP payment cycle starts on August 2, and ends May 2, each year for a maximum of 10 consecutive automatic withdrawals.

Dishonored Payments

Any payments not honored by your financial institution will be subject to a \$25 NSF fee charge on your tax account.

After two dishonored payments from your bank, your participation in PAP will be canceled.

Interest

Funds held in your PAP account will accumulate interest in accordance with the quarterly rates prescribed by the Province.

Cancellations

PAP may be cancelled at any time with two weeks' written notice to the Quesnel Property Tax Department. Please fill out the Amendment form available at the City of Quesnel, and on our website: www.quesnel.ca/municipal-services/taxes-utilities/property-taxes.

Changes to PAP plan

Please fill out the Property Tax Amendment form 14 days prior to payment date for the following changes:

- Financial Institution information
- Change monthly installment amounts
- Sale of property
- Cancel PAP plan

Forms available at City of Quesnel, and on our website: www.quesnel.ca/municipal-services/taxes-utilities/property-taxes.

Reimbursement

Items charged will be reimbursed subject to notification by you to the branch of account within 90 days under any of the following conditions:

- You never provided the authorization to the Payee.
- The pre-authorized debit was not drawn in accordance with this authorization.
- Your authorization was revoked.
- The debit was posted to the wrong account due to invalid/incorrect account information supplied by the Payee.

Selling your Property

If you are selling the property, prepayments made under the plan must be adjusted through the sale of the property.

The monies received on PAP will stay with the property tax account.

The PAP account is not transferable between properties. Your current plan must be cancelled and a new application form must be submitted for your new property.