



Property Tax PREPAYMENT PLAN

FINANCE DEPARTMENT 750 17th Street West Vancouver BC V7V 3T3
 t: 604-925-7032 | f: 604-925-7034 | e: taxinfo@westvancouver.ca

OFFICE USE ONLY	
folio # _____	
posted by _____	date _____
scanned by _____	date _____
comments _____	

APPLICATION FORM	
DATE _____	
PROPERTY OWNER(S) NAME _____	
CIVIC ADDRESS _____	MAILING ADDRESS (if different) _____
EMAIL _____	
CELL _____	PHONE _____

1 PRE-AUTHORIZED DEBIT NEW REVISION

The District of West Vancouver offers two options for prepayment withdrawals.
 Please indicate your preference (check only one).

- OPTION 1:** eleven (11) monthly withdrawals (August through June) and a balance withdrawal on the due date
- OPTION 2:** one (1) pre-authorized withdrawal on the tax due date in July

I/We hereby authorize the Corporation of the District of West Vancouver to debit my/our account indicated above on the first working day of each month for the months August to June inclusive each year and to debit my/our account indicated above on or after the 1st working day of July each year. Saturdays, Sundays and Statutory Holidays are not considered working days. All payments will be made to The Corporation of the District of West Vancouver. I/We do not require advance notice of any withdrawal before it is processed. I/We have read the terms and conditions (see above). I/We will instruct the District to discontinue the plan if the property is sold.

2 HOME OWNER GRANT INFORMATION

Are you eligible for a grant? YES NO

HOME OWNER SENIORS' (date of birth): ___/___/___ ADDITIONAL: _____

3 AUTHORIZATION

ACCOUNT HOLDER'S SIGNATURE _____	PRINT NAME _____	DATE (mm/dd/yyyy) _____
JOINT ACCOUNT HOLDER'S SIGNATURE (if applicable) _____	PRINT NAME _____	DATE (mm/dd/yyyy) _____

Freedom of Information and Protection of Privacy Act Notice: Information collected on this form, or provided with this form, is collected and protected in accordance with the Freedom of Information and Privacy Act, and will be used for the purposes of Financial Services program administration. Questions regarding the collection/use of this information should be directed to the Information and Privacy Officer at 604-925-7019.



District of West Vancouver Pre-Authorized Debit Plan

TERMS & CONDITIONS

1. All outstanding taxes, penalties, and interest must be fully paid before deductions can begin for the pre-authorized payment plan.
2. **For Option 1:** New applicants must submit authorization at least five business days prior to the next prepayment date. The agreement holder's pre-authorized payment will be withdrawn on or after the first working day of each month for the months August to June inclusive each year and on or after the first working day of July each year. No advance notice will be given prior to every monthly withdrawal being processed. Advance notice of the July withdrawal will be provided on the property tax notice.
For Option 2: New applicants must submit authorization at least 10 business days prior to the due date. The agreement holder's pre-authorized payment will be withdrawn on the tax due date. Advance notice of the July withdrawal will be provided on the property tax notice if submitted before the first business day in May of the year the application is received.
3. The home owner grant application is still the responsibility of the property owner. The application on the annual tax notice must be completed each year and returned to the Finance Department at the District of West Vancouver by the tax due date in July. If the home owner grant is not received by the tax due date, the grant amount will be added to the July withdrawal.
4. If any adjustments to the pre-authorized payment amount are considered necessary, the changes will be shown on the annual tax notice.
5. The prepayments earn interest at Royal Bank's prime rate, in effect on the last day of the previous month, minus three per cent.
6. For any changes or cancellations to the plan, please advise the Finance Department, in writing, 10 business days before the end of the month. The minimum monthly allowable payment is \$10.
7. If the agreement holder's financial institution has not honoured a pre-authorized payment, an administration fee will be applied to the installment account.
8. If two pre-authorized payments are dishonoured by the agreement holder's financial institution, the plan will be cancelled by the Finance Department. The District may not provide notice of non-payment or cancellation. The plan can be reinstated upon written notification from the agreement holder.
9. If a credit balance exists, it will be applied to the property owner's tax account, with interest, as stated in Bylaw #3747 or refunded on request. A service charge will be applied against all refunds, except those initiated by The Corporation of the District of West Vancouver or those refunds due to a transfer of title on sale of a property.
10. This plan does not include the quarterly utility billing.
11. **Freedom of Information and Protection of Privacy Act Notice:** Information collected on this form, or provided with this form, is collected and protected in accordance with the Freedom of Information and Privacy Act, and will be used for the purposes of Financial Services program administration. Questions regarding the collection/use of this information should be directed to the Information and Privacy Officer at 604-925-7019.

**Submit completed form: mail to Finance Department 750 17th Street West Vancouver BC V7V 3T3
fax to 604-925-7034 | email to taxinfo@westvancouver.ca**

attach void cheque here