



## THINGS TO KNOW

- Interest on your prepayment will be credited to your account bi-annually.
- The agreement is valid until terminated by either party in writing.
- You can join and withdraw at any time.
- If you change your bank account, please advise us and provide us with a new cheque marked "VOID" at least two weeks prior to the next payment date.
- There will be no refund under this plan except for payments made after a sale. If a payment is inadvertently made, a refund will only be given on prepayments made after the sale and only after providing Sechelt with documentary proof
- If any payment is not honoured by your financial institution, a service charge will apply.

If you have any further questions about this plan, please call.  
Our office hours are:

Monday to Friday  
8:00 a.m. - 4:30 p.m.

Or, drop by our office at the location noted below.

or

Visit our Website at

**[www.sechelt.ca](http://www.sechelt.ca)**

District of Sechelt  
5797 Cowrie Street, 2nd Floor  
P.O. Box 129  
Sechelt, B.C. V0N 3A0  
Telephone: 604-885-1986  
Fax: 604-885-7591

# *PRE-AUTHORIZED TAX PREPAYMENT PLAN*



*"A Modern Easy Way to  
make your Tax Payments"*

## PRE-AUTHORIZED TAX



## PREPAYMENT PLAN

## WHAT IS IT?

It is a plan that will allow you to pay next year's taxes by automatic monthly deduction from your bank account.

## WHY SHOULD I PARTICIPATE?

### CONVENIENT

It's convenient - It will assist you in your budgeting. It will eliminate the impact of one large payment in July.

### EASY

It's easy to start - All you have to do is complete the authorization form and enclose one of your personal cheques marked "VOID".

### SAFE

It's secure - There are no cheques to get lost or stolen. Your authorization is required to participate in the plan. You can withdraw from the plan at any time.

## HOW DOES THE PLAN WORK?

The monthly payments will be collected on the first day of each month, starting in August and ending May.

The amount of monthly payment will be calculated by estimating next year's taxes (net of the Home Owner Grant if eligible) and dividing by ten or by an amount mutually agreed upon.

The annual tax notices, mailed to you at the end of May each year, will show your current year's taxes less the total prepayments and less the interest that you earned.

You are responsible for paying any difference, as well as applying for the Home Owner Grant by the due date to avoid any penalties.

## YOU CAN JOIN THE PLAN IF:

- ✓ You are not paying your taxes through your mortgage (P.I.T.).

AND

- ✓ Your taxes are current.

**Please remember to include a personal cheque marked "VOID" along with the Authorization Form.**

## Pre-Authorized Payment Authorization Form

Name

Address

City

Prov.

Postal Code

Phone Number

Email

I/We hereby authorize:

Name of Financial Institution

Branch Address

City

Prov.

Postal Code

**ROLL NUMBER:**

**MONTHLY INSTALLMENT: \$**

to debit my/our account indicated above each month for all payments payable to:

### DISTRICT OF SEHEL T

P.O. Box 129, 5797 Cowrie Street  
Sehel t, B.C. V0N 3A0

Your treatment of each payment shall be the same as if I/we had personally issued a cheque authorizing you to pay as indicated and to debit the amount specified to my/our account.

This authorization may be cancelled at any time by providing two weeks written notice by me/us.

Any delivery of this authorization to you constitutes delivery by me/us.

Signature

Date

Signature

Date

Please enclose one of your personal cheques marked "VOID".

For joint accounts, all depositors must sign.

Eligibility for Home Owner Grant (Check One)

Not Eligible  Under 65  Over 65/Handicapped