



PROPERTY TAX INSTALLMENT Application

APPLICANT INFORMATION:

Name:	Roll No.:
Name (Joint Owner):	Home Owner Grant Claimed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing Address:	Date of Birth:
Civic Address:	Will this be your principal residence: <input type="checkbox"/> Yes <input type="checkbox"/> No
City:	Postal Code:
Phone:	Email:

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 Corporate Services Coordinator by email: duncan@duncan.ca or phone: 250-746-6126.

PAYMENT CALCULATION:

Total amount of property taxes to be paid by installment (including annual utilities):	\$	A
Number of installments to be made: (may be less than 10 in first year only)		B
Calculated Installment amount (A divided by B) OR Fixed amount requested by property owner:	\$	C

DECLARATION:

I/WE hereby apply for the property taxes and annual utility fees for the property identified above to be paid by installments in accordance with the provisions of the City's Tax Prepayment Program and agree to be bound by its terms and conditions on the reverse side of this form. Please ensure that the Provincial Home Owner Grant is claimed by the tax due date in order to avoid a 5% penalty on that portion.

Transit No.:	Institution No.:	Account No.:
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Name of Financial Institution:	Address of Financial Institution:
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Signature	Signature (Multiple Owners Only)	Date
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****Please attach a copy of a VOID cheque****

CONDITIONS

Interest will be paid on all prepayments made between the period August 1 and May 1 of the following year, at the prescribed rate with a minimum of 0.25% per annum. Terms and conditions for the crediting of interest to a taxpayer's account do not apply to payment by installments of taxes in arrears or delinquent taxes.

Payments will be processed and collected on the 1st day of each calendar month commencing in August of the year preceding the tax due date and ending in May of the year in which the taxes become due.

This agreement is valid until terminated by either party in writing, in accordance with the terms of this Agreement. The amount of the monthly installment paid to the City is subject to change in future years. Under the Calculated Installment plan, the proposed installment amount will be calculated based on the previous year's gross taxes less the Home Owner Grant (if claimed), divided by the number of months remaining to May of the year in which the taxes become due. Monthly installments (payments) are based on an estimate only and are not a warranty or guarantee of the amount of taxes and utility payments which may be levied. Under the Fixed Installment plan, the property owner may choose the amount of the monthly installment.

Any payments will be applied firstly to delinquent taxes, then tax arrears, and then to current taxes. The City reserves the right to cancel any taxpayer's participation in the property tax installment payment plan at any time, in the City's sole discretion. If two authorized prepayments are not honoured by the financial institution, then participation may be cancelled. The current charge for dishonoured payments will apply.

A taxpayer's participation in the property tax installment payment plan is subject to the terms and conditions of the City's **Property Tax Installment Payment Plan Bylaw**. In the event of any inconsistency between the property tax installment payment plan bylaw and the provisions of the *Local Government Act* or *Community Charter*, the provisions of the legislation shall apply.

Written notification is required 10 days prior to the payment date for changes to the installment amount or banking information, or for cancellation of participation in the plan.

In the event of a sale of the property, tax prepayments are to remain in the account established for that property and responsibility for adjustment shall be between the vendor and purchaser. The Collector will determine if a refund is permitted under extraordinary circumstances.

THE HOMEOWNER GRANT MUST BE CLAIMED AFTER RECEIPT OF THE TAX NOTICE. PARTICIPATION IN THE PROPERTY TAX INSTALLMENT PAYMENT PLAN IS NOT A SUBSTITUTE FOR CLAIMING THE GRANT.

Under paragraph 14 of the Canada Revenue Agency Interpretation Bulletin IT-396R of May 29, 1984, the interest earned and applied to taxes is considered as a reduction of the amount payable, and is not income for income tax purposes.

The City is not liable for any loss, damage or expense resulting from a taxpayer's participation in the property tax installment payment plan, including but not limited to any error or failure on the part of the taxpayer's financial institution in processing a payment that is authorized by this Agreement, nor is the City liable for any loss, damage or expense resulting from the cancellation of a taxpayer's participation in the property tax installment payment plan.

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this agreement. To obtain more information on your recourse rights, you may contact your financial institution or visit www.cdnpay.ca