



ACCOUNT CHANGE Request

OWNER INFORMATION

Name:	Company:	
Email:	Phone:	
Civic Address:	Roll:	
Current Mailing Address:	City:	Postal Code:

Please note: Names on property title can only be changed through the Land Title and Survey Authority of BC.

CHANGE ADDRESS

<input type="checkbox"/> Property Tax Account	<input type="checkbox"/> Utility Bill Account	
New Mailing Address:		
City:	Province:	Postal Code:
Email:	Phone:	
Effective Date:	<i>Please Note: BC Assessment will be informed of address changes.</i>	

TRANSFER CREDIT

<input type="checkbox"/> Property Tax Account	<input type="checkbox"/> Utility Bill Account
Account No.:	Credit Amount: \$
Please apply the above credit(s) to the following property(s) account(s):	
Property Tax Account No.:	Amount: \$
Water Utility Account No.:	Amount: \$

REFUND CREDIT

<input type="checkbox"/> Property Tax Account	<input type="checkbox"/> Utility Bill Account
Account No.:	Amount: \$
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 the purchaser. The Collector will determine if a refund is permitted under extraordinary circumstances.	

CANCEL PROPERTY TAX INSTALLMENTS

Property Tax Account No.:	Effective Date:
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ELECTRONIC BILLING

Yes, I would like to receive my utility bills electronically at the email address listed below

Email:

SIGNATURE

Applicant Signature _____ Date _____

ORIGINAL APPLICATION TO (select)

- Change Address (Utilities Clerk) Transfer Credit UB (Utilities Clerk) Refund Credit UB (Utilities Clerk)
 Refund Credit PT (Acct. Clerk) Transfer Credit PT (Acct. Clerk) Cancel Property Tax Installments (Payroll Clerk)

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.