



# PROPERTY TAX INSTALLMENT PAYMENT PLAN

## Application

The Property Tax Installment Payment Plan is an optional payment plan for taxpayers to make monthly payments towards the upcoming year's property taxes through an automatic deduction from their bank account. The Plan is also available for those who want to pay arrears & delinquent taxes. Installments are withdrawn on the first business day of the month for ten (10) months starting in August and ending in May. Provided there are no arrears or delinquent taxes simple interest is paid on the balance at the prescribed rate, but no lower than 0.25%.

### APPLICANT INFORMATION:

Property Owner Name:		Roll No.: 207
Property Address:		
Mailing Address (if different from above):		
City:	Province:	Postal Code:
Email:		Phone No.:

### INSTALLMENT OPTIONS:

Two installment options are available. Please indicate your choice (check only one):

**OPTION 1:** I choose to have the City calculate my monthly installment. \$ \_\_\_\_\_

To estimate the monthly installments the City:

- a) Takes the "Total Current Taxes" on your tax notice and 10% (this is an estimate and can change annually)
- b) Deducts eligible Home Owner Grant amount
- c) Divides by the number of installments (normally 10)

**OPTION 2:** I choose to determine my monthly installment (min. \$25/month). \$ \_\_\_\_\_

Please indicate your Home Owner Grant Eligibility (check only one):

- No Grant (not eligible)       Basic Grant       Senior or Additional Grant

If you are eligible to claim the Grant, you must provide your year of birth: \_\_\_\_\_

Please ensure you sign the back of this application and return it with a **Void Cheque** or a **Bank Authorization Form** by email to: [taxes@duncan.ca](mailto:taxes@duncan.ca) or mail/in person: City of Duncan, 200 Craig Street, Duncan, BC V9L 1W3.

Unsigned forms will not be accepted.

### OFFICE USE ONLY:

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RECEIVED STAMP
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**DECLARATION & CONDITIONS:**

I/We authorize the City of Duncan to deduct monthly installments from my financial institution account for the payment of property taxes and agree to the following conditions:

1. The Property Tax Installment Payment Plan (Plan) is governed by Bylaw No. 3142, adopted on June 15, 2015.
2. Installments will be withdrawn on the first business day of the month for ten (10) months starting in August and ending in May.
3. The Plan automatically continues each year unless written notification to cancel has been provided.
  - Under Option 1, the City may adjust the monthly installment in August each year based on changes to the annual taxes.
  - Under Option 2, monthly installments will remain unchanged unless written notice is provided.
4. Monthly installments are based on an estimate and are not a guarantee of the amount of property taxes that will be levied. Ensure you check your annual tax notice for any outstanding balance.
5. **It is the responsibility of the registered owner (if eligible) to claim the Home Owner Grant before the penalty date each year to avoid any penalties.**
6. In accordance with Section 244(1) of the *Community Charter*, all payments will be applied first to delinquent taxes, then to arrears, and lastly to current taxes.
7. Provided there are no delinquent or taxes in arrears, the interest rate payable shall be at the prescribed rate, but no lower than 0.25%.
8. Written notice is required ten (10) days prior to the installment date to: discontinue participation in the Plan, change the installation amount, or update banking information.
9. The City may impose and collect a \$25 administration fee on any dishonoured payments.
10. The City may cancel participation in the plan if the bank refuses to honour two (2) consecutive installments.
11. The registered owner will notify the City to cancel the Plan on a sale or transfer of the property. **Credits must be adjusted between the purchaser and vendor on the statement of adjustments.** Except under extraordinary circumstances, pre-payments (credits) are non-refundable.
12. The person who signed this application is the authorized signatory on the bank account listed.
13. The registered owner's delivery of this authorization to the City will constitute delivery to the registered owner's bank.

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**Applicant Signature**

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**Date**

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The 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](mailto:duncan@duncan.ca) or phone: 250-746-6126.

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