



PROPERTY TAX & UTILITIES Refund/Transfer/Cancellation

- Residents and Utility customers can request to have a credit balance on their account refunded or transferred to another account, except for property tax payments made through the Tax Installment Payment Plan which are non-refundable and non-transferable as set out in the terms of that Plan.
- In the event of a sale of a property, tax prepayments are to remain in the account established for that property and responsibility for any adjustment shall be between the vendor and the purchaser.
- Refunds will be mailed to the mailing address on this form and may take up to 20 days to process.
- Cancellations of the Property Tax Installment and Utilities Automatic Payment Plan requires ten (10) days notice.

OWNER INFORMATION

Name(s): _____ Company: _____
Email: _____ Phone: _____
Property Address: _____
Mailing Address: _____
Are you currently enrolled in the Property Tax Installment Plan Yes No

TRANSFER CREDIT

From: Property Tax Account No.: _____ Utility Bill Account No.: _____
To: Property Tax Account No.: _____ Utility Bill Account No.: _____
Credit Amount to Transfer: \$ _____

REFUND CREDIT

Property Tax Account No.: _____ Utility Bill Account No.: _____
Refund Amount: \$ _____

CANCEL PAYMENT PLAN

Property Tax Account No.: _____ Effective Date: _____
Utilities Account No.: _____ Effective Date: _____

SIGNATURE

Registered Owner Signature _____ Date _____

OFFICE USE ONLY

Transfer or Refund Credit PT (Acct. Clerk) Transfer or Refund Credit UB (Utilities Clerk)
 Cancel Payment Plan (Payroll Clerk) **Received:** _____

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.