



ADDRESS/ACCOUNT CHANGE Request

OWNER INFORMATION (please print)

Name:	Phone:
Civic Address:	Email:
Current Mailing Address:	City:
Postal Code:	Province:

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

ADDRESS/ACCOUNT CHANGE (select)

Change Address (UB) Transfer Credit (MFS) Refund Credit (MFS) Cancel Property Tax Installments (PR)

CHANGE/TRANSFER/CANCEL EFFECTIVE

Date:

CHANGE ADDRESS

<input type="checkbox"/> Property Tax Account	<input type="checkbox"/> Utility Bill Account
New Mailing Address:	City:
Postal Code:	Province:
New Email:	Phone:

Please Note: BC Assessment will be informed of address changes.

TRANSFER CREDIT

There is a credit on the following property:

Property Tax Account No.:	Property Tax Credit Amount: \$
Water Utility Account No.:	Water Utility Credit Amount: \$

Please apply the above credit(s) to the following property(s) / account(s):

Property Tax Account No.:	Amount to Property Tax Account: \$
Water Utility Account No.:	Amount to Water Utility Account: \$

REFUND CREDIT

Property Tax Account No.:	Property Tax Credit Amount: \$
Water Utility Account No.:	Water Utility Credit Amount: \$

CANCEL PROPERTY TAX INSTALLMENTS

Property Tax Account No.:

ELECTRONIC BILLING

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

SIGNATURE

APPLICANT SIGNATURE

DATE

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.