



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 the Plan.
- In the event of a property sale, tax prepayments are to remain in the account established for that property and the 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. Refunds are subject to a \$20 fee as per the Fees & Charges Bylaw. Please note there is no charge to transfer between accounts.
- 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:** _____