



PRE-AUTHORIZED DEBIT (PAD) FORM, CURRENT TAXES Property Tax Pre-Authorized Payment Plan

Personal information collected on this form is collected for the purpose of processing a request for property tax pre-authorized payment plan. The personal information is collected under the authority of the *Community Charter and/or Local Government Act* and pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about this collection, contact the City of Colwood, 3300 Wishart Road, Colwood, B.C., V9C 1R1, Tel: 250-478-5999.

1 CUSTOMER INFORMATION (please print clearly)

NAME _____

FOLIO # _____

PROPERTY ADDRESS _____

MAILING ADDRESS _____
(if different than above)

TELEPHONE _____ FAX _____

EMAIL _____

2 BANK ACCOUNT INFORMATION (include a void cheque with this PAD agreement)

NAME OF FINANCIAL INSTITUTION _____

BRANCH ADDRESS _____

Branch Transit No. (5 digits)	Financial Institution No.	Account No.

Chequing Account
 Savings Account

3 PRE-AUTHORIZED DEBIT (PAD) DETAILS

Effective Date: _____ Monthly Amount: _____

You, the Payor, authorize the CITY OF COLWOOD to debit the bank account for the amount identified above on the first business day of each month from August to May (10 months). **Any outstanding balance will be debited from your bank account on the first business day of July.**

The monthly amount may be changed by the Payor or the Payee by way of the Pre-authorized Debit (PAD) Change Form. You, the Payor, may revoke your authorization at any time in writing, subject to providing thirty (30) days' notice to the CITY OF COLWOOD.

*** SEE REVERSE FOR PROPERTY TAX PRE-AUTHORIZED PAYMENT PLAN DETAILS.**

SIGNATURE OF BANK ACCOUNT HOLDER

SIGNATURE OF JOINT ACCOUNT HOLDER (if applicable)

NAME (please print)

NAME (please print)

DATE (MM/DD/YYYY)

DATE (MM/DD/YYYY)

Mail your completed form, with your void cheque to:
City of Colwood, Finance Department
3300 Wishart Road
Victoria BC V9C 1R1

For further information, please contact the Finance Department at:
T 250 294 8150
F 250 478 7516
E finance@colwood.ca



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3 PRE-AUTHORIZED DEBIT (PAD) DETAILS CONTINUED.

- A pre-authorized debit (PAD) form must be deposited with the Collector of the City of Colwood. It is the taxpayer’s responsibility to ensure the correct information is provided to the City for the purpose of processing payments.
- Equal payment amounts are based on the current tax year levy divided over ten (10) months, and may be adjusted at the discretion of the customer upon completion of the pre-authorized debit (PAD) form.
- Monthly payments are an estimate only and are not a warranty or guarantee of the amount of property tax to be levied.
- The monthly prepayment program includes ten (10) fixed amount withdrawals that will be made on the 1st business day of each month from August to May each year. The outstanding balance will be withdrawn on the 1st business day of July. There is no withdrawal in the month of June.
- Your annual tax notice is mailed out in May. This notice will show any amounts that have been prepaid to date.
- **If eligible, the Home Owner Grant must be claimed annually. Your Home Owner Grant application must be submitted to the City of Colwood at least seven (7) days prior to the tax due date to avoid having the grant amount included in your July withdrawal.**
- An NSF service charge will be applied to the property tax account for a payment dishonoured or returned for any reason, together with the applicable penalties and interest.
- The City of Colwood may cancel your automatic withdrawals if two (2) monthly installments fail to be honoured.
- If you wish to make an adjustment to the monthly amount, please complete and submit a pre-authorized debit (PAD) change form to the Collector.
- To cancel your pre-authorized payment, thirty (30) day’s written notice to the City of Colwood is required.
- In the event of sale of the property, tax prepayments are to remain on the property’s tax account and responsibility for adjustment is between the vendor and the purchaser.
- Pre-authorized payments are not refundable. Overpayment is deemed to be a payment of taxes in the succeeding year.

Finance Administration Only

Monthly Payment Amount	_____	Customer ID	_____
Received By	_____	Date Received	_____
Entered By	_____	Date Entered	_____
Collector	_____		_____