



Pre-Authorized Payment Plans		
Office use only:		
Paws Reference	Posted by	Checked by

REVENUE SERVICES: 455 WALLACE STREET, NANAIMO BC V9R 5J6 T:250-755-4415 F:250-755-4440 www.nanaimo.ca

Name: _____ Phone: _____ Folio: _____

Civic Address: _____ U/R Acct Number: _____

Explanation: _____ Effective date (TAX): _____
 _____ Effective date (U/R): _____

Tax Instalments (all taxes must be paid in full)Withdrawal on the 15 th of the month	User Rate Auto Debit Withdrawal on the discount due date	User Rate Equal Payment 1st of the month withdrawal
<input type="checkbox"/> New \$	<input type="checkbox"/> New \$	<input type="checkbox"/> New \$
<input type="checkbox"/> Modify \$	<input type="checkbox"/> Modify \$	<input type="checkbox"/> Modify \$
<input type="checkbox"/> Cancel	<input type="checkbox"/> Cancel	<input type="checkbox"/> Cancel
Set Instalments or Recalculation		

TERMS AND CONDITIONS OF CUSTOMER'S AUTHORIZATION TO THE CITY OF NANAIMO

Please read and initial below, and include a blank cheque marked "VOID"

- I/We understand that the payment plan(s) are for the convenience of the above mentioned individual(s)/Business. The city of Nanaimo relies on the representation constituted by this authorization that the above mentioned individual(s)/Business bank account shall be in good standing with sufficient funds to cover such pre-authorized payments as they become due and payable.
- I/We understand that the current charge for dishonoured payments will apply. Subsequent dishonoured (NSF) payments may result in removal of the payer(s) from the instalment plan.
- I/We understand that it is my/our responsibility to provide written or electronic notification to the Finance Department at least 10 working days before the next pre-payment date when there are changes to my instalment plan(s) or when cancelling the plan(s).
- I/We understand that when requesting a refund under the Tax Instalment Plan, I/we will receive interest calculated to the end of the previous month. An administration fee of the lesser of 10% or \$25.00 shall be deducted from the refund.
- I/We understand that any balance owing on my property taxes must be paid in full by me/us on or before the due date of taxes.
- I/We understand that I/we must complete the Northern and Rural Home Owner Grant application, if applicable, by the due date of taxes.
- I/We understand that in the event that we sell my/our property, I/we or my/our lawyer MUST terminate the instalment plan(s) and/or request a refund of any prepayment credits on Taxes and/or User Rates, in writing to the Finance Department, at least 10 working days prior to the next pre-payment date. ****The sale of the property DOES NOT automatically stop the instalment plan(s)****. All credits created from prepayments for Taxes and/or User Rates should be reflected on the lawyers Statement of Adjustments.

I HAVE READ AND UNDERSTOOD THE TERMS OF THE PRE-AUTHORIZED PAYMENT PLAN(S)

SIGNATURE(S)

DATE

Attach "VOID" Cheque