



<b>Pre-Authorized Payment Plans</b>		
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): \_\_\_\_\_

<b>Tax Instalments</b> (all taxes must be paid in full )Withdrawal on the 15 <sup>th</sup> of the month	<b>User Rate Auto Debit</b> Withdrawal on the discount due date	<b>User Rate Equal Payment</b> 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**