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## PRE-AUTHORIZED WITHDRAWAL (PAWS) PLANS

PAWs Reference #	Posted by	Checked by
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Name(s): \_\_\_\_\_ Civic Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Folio #: \_\_\_\_\_ Effective Date (TAXES): \_\_\_\_\_  
 U/R Account #: \_\_\_\_\_ Effective Date (USER RATES): \_\_\_\_\_

**For Property Tax Instalments only: Do you claim a Home Owner Grant at this property?**  
 Not Eligible:  Basic (64 and under):  Senior/Additional (65 or over; Form B Medical; Persons w/ Disabilities):

<u>PRE-PAID PROPERTY TAX INSTALMENTS</u> *Outstanding taxes must be paid in full* Withdrawn on the 15 <sup>th</sup> of each month	<u>USER RATES AUTO DEBIT**</u> Withdrawn on the discount due date (approximately every 4 months)	<u>USER RATES EQUAL PAYMENTS</u> Withdrawn on 1 <sup>st</sup> of each month. Amount changes after every 3 <sup>rd</sup> billing
<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

*\*\*If a current Statement of User Rates has been generated, you must pay the amount due in full by the discount date to receive the 5% savings. Should you wish to forgo this discount, the full amount will be withdrawn on the NEXT scheduled withdrawal date, which will be the effective start date*

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

- Any requested changes MUST be provided in writing (in person, email, or mail) prior to the account being updated. We will do our best to accommodate these changes as the deadline dates of the plan allow (please provide 10 business days prior to the scheduled withdrawal)
- If you sell your property, you or your legal representative must CANCEL the plan in writing. This does NOT happen automatically. Any credits due to pre-paid taxes or user rates may be reflected in the Statement of Adjustments or upon written direction from your legal representative
- Services charges may apply to any returned (NSF) payments. Only 1 attempt will be made to withdraw the funds from your account as per your agreement date(s). Consistent returned payments MAY result in the cancellation of this agreement, as determined by the City of Nanaimo
- Refunds under the Pre-Paid Property Tax Instalment plan will have interest calculated to the end of the previous month. An administration fee of the lesser of 10% or \$25.00 may be deducted from the refund. Please allow 4-6 weeks for processing.
- These amounts are an *estimate only*. Please ensure any balances noted on your Property Tax statement are paid MANUALLY by the tax due date (always 1<sup>st</sup> business day in July). Penalties will apply to any balances not paid by the due date.
- If you are eligible to claim the Home Owner Grant, this must be done manually (by returning the application attached to the bottom of your property tax notice or online at [www.nanaimo.ca](http://www.nanaimo.ca)). Failure to complete this by the tax due date will result in penalties being charged.
- It is your responsibility, as the account holder, to monitor all payments being withdrawn from your account and question as necessary.

### I HAVE READ AND UNDERSTOOD THE TERMS OF THE PRE-AUTHORIZED WITHDRAWAL (PAWS) PLAN

\_\_\_\_\_  
SIGNATURE(S)

\_\_\_\_\_  
DATE

**Please attach a "VOID" Cheque OR Direct Debit form from your financial institution**  
*We cannot process your request unless this information is included*  
 (Line of Credit cheques are NOT accepted)