

**Property Tax Installment  
 Pre-Authorized Payment Plan**

Civic Address: \_\_\_\_\_ Folio No. \_\_\_\_\_

Surname: \_\_\_\_\_ First Names: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email: \_\_\_\_\_

Provincial Homeowner Grant:

*Only indicate if eligible* (basic) \_\_\_\_\_ (additional) \_\_\_\_\_ **Year of Birth:** \_\_\_\_\_

**Initial** one of the following options:

OPTION 1: I choose the **Calculated Monthly Installment** \_\_\_\_\_

OPTION 2: I choose the **Fixed Monthly Installment** \_\_\_\_\_ Amount \_\_\_\_\_

I, the undersigned, hereby authorize the District of North Cowichan to deduct monthly payments from my account for the prepayment of property taxes on the first business day of each month from **August to May (10 equal payments)** in accordance with the following terms and conditions:

- The treatment of each payment shall be the same as if the undersigned had personally issued a cheque.
- I acknowledge there may be increases in the amount of the calculated monthly installment beginning in August of each year as a result of a revised calculation for the annual levy. Notification of any changes will be detailed on your tax notice. By signing this application, I agree to any increased deductions for which I have received notification.
- **I agree to inform the District of North Cowichan, in writing, at least 21 days before a payment date, of any change in: the financial institution, account information, or if I sell or transfer my property.**
- Any delivery of this authorization to the District of North Cowichan constitutes delivery by me to my financial institution.
- This authorization may be cancelled at any time upon written notice to the District of North Cowichan at least 21 days before a payment date.
- I acknowledge the right of the District of North Cowichan to cancel my participation in the payment plan if two consecutive debits are not honoured by my financial institution, or if my tax account contains taxes in arrears.
- I understand that I am governed by the "Terms and Conditions of the Tax Installment Prepayment Plan" as they exist at any given time as per the Tax Prepayment Installment Bylaw No.3127, adopted May 15, 2002.
- I certify that all information provided with respect to the account is accurate.
- I warrant and guarantee that all persons who signed this authorization are allowed to sign on the bank account listed.
- I agree to pay all balances owing as stated on the annual property tax notice and I acknowledge and understand that I must apply for the Provincial Homeowner Grant (if eligible) by the first working day in July **each year** to avoid statutory penalties.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Sign and return this original authorization form with a **Void Blank Cheque**  
 to the District of North Cowichan*

The Property Tax Installment Prepayment Plan is an optional payment plan that provides an opportunity for taxpayers to make monthly payments for property taxes. By completing this form and attaching a void cheque, we will process 10 equal monthly installments from August 1 to May 1. Interest at 3% below bank prime will be added to your monthly credit balance. In May of the next year, you will receive your tax bill with the amount of your payments and interest accrued deducted from the billing. If you qualify for the homeowner grant, you will still need to submit the grant application, which is located on the front of the tax notice. Terms and conditions of the installment payment plan are provided below.

## **Tax Installment Prepayment Plan** **Terms and Conditions**

### **Eligibility Requirements**

The tax account must be paid in full at time of application. The applicant must have chequing account privileges at a financial institution in Canada.

### **Monthly Payment**

**Option 1:** Calculated monthly installment: the amount is calculated from the previous years' gross taxes, less the Homeowner Grant (if claimed) divided by 10 monthly installments, then raised to the nearest dollar. The calculated monthly installment amount is an estimate and is not a guarantee of the amount of taxes that will be levied. The calculated monthly installment will be recalculated every year. Any balance owing on the annual tax notice must be paid by the due date to avoid penalty charges.

**Option 2:** Fixed monthly installment: the amount of the fixed monthly installment is agreed upon between the applicant and the District of North Cowichan, at the time of application. The amount of the fixed monthly installment will not change from one year to the next. Any balance owing on the annual tax notice must be paid by the due date to avoid penalty charges.

### **Payment Dates**

Tax installment payments will be debited on the first business day of each month. Authorized prepayments **start in August and continue to May**, for a maximum of 10 consecutive automatic withdrawals. No prepayments will be withdrawn in June or July each year. It is the responsibility of the property owner to ensure that the taxes are paid in full by the due date.

### **Homeowner Grant**

To claim the basic or additional grant, property owners must meet eligibility requirements and complete an application form each year. The application form is located on the front of the tax notice. Homeowner Grant applications that are incomplete, unclaimed or late will result in a 10% penalty charge.

### **Requesting Changes**

Written notification is required 21 days prior to the payment date for the following changes:

- monthly installment amounts;
- cancellation of tax installment prepayment plan; or,
- banking information (i.e. financial institution or bank account)

### **Dishonored Payments**

All dishonored payments will be subject to a service charge of \$17.50. The District of North Cowichan may cancel the applicant's participation in the Tax Installment Prepayment Plan if two consecutive authorized prepayments are not honored by the financial institution.