



Tax and Utility Prepayment Plan Authorization Form

**District of North Vancouver
Revenue and Taxation Department**
355 West Queens Rd, North Vancouver, BC V7N 4N5

Questions about this form: Phone: 604-990-2311 or Email: propertytax@dnv.org
Form submission: Mail or Email to address above or Fax: 604.987.7160

COMPLETION: To ensure legibility, please complete (type) online then print. Sign the printed copy and submit to the department and address indicated above.

Contact Information

Folio: _____

Property (civic) address: _____

Name: _____
Last name First name

Mailing address _____ Postal Code _____

Phone _____ Cell _____ Fax _____ eMail _____

Prepayment / Grant Options

Please select one of the following prepayment options:

Option 1 10 monthly prepayments from August to May withdrawn on the first business day of the month with balancing payment, if any, due on the tax due date (automatically calculated each year as per #5 below)

Option 2 10 fixed monthly prepayments from August to May withdrawn on the first business day of the month with balancing payment, if any, due on the tax due date (amount remains the same each year)

Fixed amount \$ _____ (minimum \$25.00, maximum as per # 6 in Terms and conditions below)

Please indicate your eligibility for the Home Owner Grant and indicate your year of birth for the additional grant in the space provided below:

Basic Grant Additional Grant Not Eligible (Not claiming grant)

Year of birth _____

Payments made on behalf of: An individual A business

Banking Information **Note: a VOID cheque must be attached to this form**

Account Number: _____ Branch Transit Number: _____
(5 digits)

Financial Institution Number _____ Chequing Account Savings Account
(3 digits)

Financial Institution Name: _____
Financial Institution Branch Address : _____

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Terms and conditions:

1. The person applying for admission into the Tax & Utility Prepayment Plan must be the person who will be making the prepayments (the "Applicant"), but need not be the registered owner(s) of the subject property (collectively, the "Owner") provided that the Owner signs this application form where indicated evidencing the Owner's consent to this application and agreement to the terms and conditions herein.
2. Before admission into the Tax and Utility Prepayment Plan, all current and outstanding taxes, penalties, interest, and utilities must be paid.
3. Authorization forms must be received at least 15 days prior to the next payment date.
4. Prepayments are withdrawn on the first business day of each month starting in August and ending in May.
5. The estimated monthly prepayment in Option 1 is calculated from the most recent property tax notice, plus 5%, less your prior year Home Owner Grant eligibility, less any credit balance on your account(if applicable), divided into 10 equal monthly prepayments, and is adjusted each year. The annual Property Tax Notice will detail your next year's monthly prepayment amount. There will be no additional notification sent by the District with regard to annual changes to the prepayment amount.
6. Total prepayments under Option 2 must not exceed the estimate of next year's property taxes (most recent +5%).
7. Simple interest will accrue on prepayments at an annual rate of 2.5% below the CIBC prime rate set on August 1, December 1, and March 1 of each year. If the interest rate is zero or negative, it will be based on the average interest rate offered by CIBC on personal savings accounts with balances up to and over \$5,000, rounded to the nearest half percent above zero on August 1, December 1, and March 1 of each year.
8. Prepayments plus accrued interest thereon will be applied to taxes on July 1 in the year taxes are imposed.
9. Tax and Utility Prepayments automatically continue from year to year unless and until cancelled in writing by the Applicant or the Owner (see #13 for details on cancelling Tax and Utility Prepayment Plan).
10. The District may terminate the prepayment plan if two consecutive prepayments are dishonoured by the Applicant's financial institution and will charge an administrative fee to the owner of the subject property, set by the District, for each dishonoured prepayment.
11. The Applicant and the Owner acknowledge and agree that, to avoid penalty, the Home Owner Grant must be claimed (if eligible) each year by the tax due date, and any balance on the property tax notice must be paid by the tax due date.
12. Changes to the Prepayment Plan:
The Applicant or the Owner must provide the District with written notice at least 10 days prior to the next prepayment date to make amendments to bank account information, financial institution information, or prepayment amount.
13. Cancellation of the Tax and Utility Prepayment Plan:
The Applicant or the Owner must provide the District with written notice at least 10 days prior to the next prepayment date to cancel the prepayment plan. To obtain a cancellation form please go to www.dnv.org/propertytax and click the link: Pay Your Taxes Monthly (PAWS). For more information on your right to cancel a PAD Agreement contact your financial institution or visit www.cdnpay.ca
14. The Applicant and the Owner acknowledge that:
 - a. **The prepayments will continue to be automatically withdrawn and applied to taxes, even after the sale of the subject property, unless and until written notice of cancellation from the Applicant or Owner is received by the District;**
 - b. **Prepayments are not refundable;**
 - c. **Credits must be adjusted for through the property conveyance process on the sale of the subject property; and**
 - d. **The District is not responsible for the applicant's failure to cancel prepayment authorization on the sale of the subject property.**
15. The Applicant and the Owner acknowledge and agree that by providing and delivering this authorization to the District constitutes delivery by me/us to my/our financial institution.

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I/we hereby authorize the District of North Vancouver (the "District") to withdraw from my bank account, tax and utility prepayments on the prepayment dates and in the amount as per the option selected above. I have read and agree to the terms and conditions of this PAD Agreement.

Signature(s)	_____	_____	_____
	Applicant (all signatories as authorized on VOID cheque must sign)	(Print Name)	(Date)
	_____	_____	_____
	Applicant (all signatories as authorized on VOID cheque must sign)	(Print Name)	(Date)
Signature(s)	_____	_____	_____
	Owner (All registered owners on title must sign)	(Print Name)	(Date)
	_____	_____	_____
	Owner (All registered owners on title must sign)	(Print Name)	(Date)
	_____	_____	_____
	Owner (All registered owners on title must sign)	(Print Name)	(Date)

The applicant and the Owner have certain recourse rights if any debit does not comply with this agreement. For example, they have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca.

OFFICE USE ONLY
Check land title
Name(s) on cheque same as applicant(s)
Application signed by all registered owners
No outstanding balance
Entered in system _____ (initials)
PAW Reference # _____
Date _____

OFFICE USE ONLY RECEIVED DATE STAMP
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The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with The District of North Vancouver's Manager of Administrative Services at 604-990-2207 or at 355 W Queens Road, North Vancouver.