



Pre-Authorized Debit (PAD) Application Form Property Tax & Utility



SECTION 1: CUSTOMER (PAYEE) INFORMATION

NAME		EMAIL	
PROPERTY ADDRESS			
MAILING ADDRESS (IF DIFFERENT THAN ABOVE)			
CITY	PROVINCE	POSTAL CODE	PHONE #

SECTION 2: ACCOUNT INFORMATION

PROPERTY TAX FOLIO NUMBER (12 DIGITS)

SECTION 3: PLEASE SELECT ONE OF THE FOLLOWING - MUST ENCLOSE A VOID CHEQUE

NEW	CHANGE	CANCEL
<p>In order to apply for the PAD, current year taxes have to be paid in FULL by the due date, or penalties will apply to the outstanding balance. If the account also has balance in arrears or delinquent, those balances plus interest MUST be paid in FULL before signing up for the PAD.</p>		
PROPERTY TAX AND UTILITIES	EFFECTIVE DATE	1st of _____, 20__
<p>A) Variable \$ Auto Recalculation Remain Static - Do not recalculate the monthly amount Fixed amount on the 1st day of every month from August to May (10 Fixed payments + 1 Variable on July 1st)</p>		
<p>B) Fixed \$ Auto Recalculation Remain Static - Do not recalculate the monthly amount Fixed amount on the 1st day of every month from August to May (10 Fixed payments)</p>		
<p>Please indicate your Home Owner Grant eligibility and provide your birth year.</p> <p>Grant Option: (check one) Basic Senior/Additional No Grant - Not Eligible Year of Birth</p>		

SECTION 4: PLEASE READ AND INITIAL BELOW. (IF NOT APPLICABLE, PLEASE USE N/A)

initial	I/We understand that the annual property tax notice will reflect the new monthly deduction.
initial	I/We understand it is my/our responsibility to provide written or electronic notification to the City of Burnaby Tax Office when there are any changes or cancellation to my/our PAD account 10 calendar days before the next scheduled PAD. Overpayments will be applied to next year's taxes.
initial	I/We understand that in an event we sell my/our property, I/We or my/our lawyer MUST terminate the PAD by providing written or electronic notification to the City of Burnaby Tax Office 10 calendar days before the next scheduled PAD. The sale of the property does not automatically stop the PAD withdrawal. All prepayments remain on the property tax account and should be adjusted through the lawyer's statement of adjustments. NO refund will be issued.
initial	I/We understand that if under Property Tax FIXED PAD, I/We have to make the final payment and if eligible claim the HOG by the due date each year to avoid penalties.
initial	I/We understand that if under Property Tax VARIABLE PAD, the final payment will be taken from my account on July 1st. If eligible I/We will have to claim the HOG by the due date each year to avoid penalties.

SECTION 5: AUTHORIZATION

I/We, the Payor(s), have read and understand the terms and conditions (see reverse) and understand prepayments will NOT be refunded.

NAME (PLEASE PRINT)	NAME (PLEASE PRINT)		
SIGNATURE OF ACCOUNT HOLDER	SIGNATURE OF JOINT ACCOUNT HOLDER (IF APPLICABLE)	TAX OFFICE USE ONLY	
		TAKEN BY	
DATE	DATE	DATE	

**Please return completed form with your voided cheque by mail, fax or in "24 hour Letter box" located at both entrance doors to City Hall.
See reverse side for Terms and Conditions**

General Terms and Conditions

- **Your Payor's PAD Agreement may be cancelled provided written notice is received by the City of Burnaby prior to the 22nd day of the month before the next scheduled PAD.** For more information on your right to cancel a PAD Agreement, to receive a reimbursement for any PAD that is not authorized or is not consistent with this PAD agreement, you may contact your financial institution or visit www.cdnpay.ca
- It is the Payor's responsibility to notify the Tax Office in writing of any changes to the banking information that your payment is to be debited from, within the same time frame as a cancellation (see above bullet).
- This PAD Agreement authorizes the City of Burnaby to withdrawal funds from your bank account on the agreed upon withdrawal date. The City of Burnaby does not specify to your bank the time of day for the PAD withdrawal. Contact your financial institution about the time of day that electronic debits are processed.
- **Dishonoured Payments:** The dishonoured payment must be replaced with cash, debit card, money order, bank draft or certified cheque at City Hall and will be subject to a service charge for each dishonoured payment. The service charge is subject to change without further notice. In the event that two (2) dishonoured payments are returned in a six (6) month period, you may be placed on a one (1) year probationary period, whereby only payment by cash, debit card, money order, bank draft, certified cheque or online banking will be accepted. After two consecutive PAD NSF's, the City of Burnaby may cancel your PAD agreement, in which case a new PAD form will be required.
- Tax free interest is based on the prime rate of the City of Burnaby's principal banker less 2.5%, set at a minimum rate of 0.5%. Interest rates are frozen from levy dates to due dates at the rate in effect on each levy day. Prepayment interest will not be earned until all utilities, taxes, penalties and interest are paid and there is a credit balance on the account.
- Maximum annual prepayments are based on the previous year's net taxes and utilities. Minimum monthly prepayments are \$100.00.
- "I/we have certain recourse rights if any debit does not comply with this agreement.
For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit <http://www.payments.ca>".
- Personal Information is collected for the purposes of Pre-Authorized Debit (PAD) application form for payment of Taxes and Utilities. The City of Burnaby is collecting this information under S 26 (c) of the Freedom of Information and Protection of Privacy Act. For questions regarding the collection of personal information, please contact the Tax Office at 604-294-7350 or tax@burnaby.ca or 4949 Canada Way Burnaby BC V5G 1M2.

**Please retain these Terms and Conditions for your records.
For more information regarding Pre-Authorized Debit, contact the Tax Office**