



# Property Tax and Utility Billing PRE-AUTHORIZED PAYMENT PLAN

**FINANCE DEPARTMENT** 770 VERNON AVE VICTORIA BC V8X 2W7

Property Tax Section t: 250-475-5454 e: propertytax@saanich.ca

Utility Billing Section t: 250-475-5445 e: utilitybilling@saanich.ca

### Customer Information (please print clearly)

PROPERTY OWNER(S) NAME	
CIVIC ADDRESS	MAILING ADDRESS (if different)
EMAIL	PHONE

### Pre-authorized Payment Plan

#### PROPERTY TAX PLAN

I/We want to set up pre-authorized withdrawals for the following property tax account.

FOLIO NUMBER \_\_\_\_\_ Effective the 1<sup>st</sup> of \_\_\_\_\_

I/We, authorize the DISTRICT OF SAANICH to debit the bank account identified for \$ \_\_\_\_\_ on the 1<sup>st</sup> of each month from August to May each year. There are no automatic withdrawals in June or July.

**Recalculate annually?**  YES  NO

By checking 'yes' you agree that the amount above will be adjusted according to the latest tax bill each year (less home owner grant, if applicable).

#### UTILITY BILLING WITHDRAWALS

I/We want to set up pre-authorized withdrawals for the following utility bill.

UTILITY ACCOUNT NUMBER \_\_\_\_\_

The withdrawal amount will be the balance due on your utility bill (every four months).

### Please read reverse and sign below

I/We have read, understand, and agree to the Terms and Conditions (see reverse) and understand that the prepayments will not be refunded.

I/We authorize the District of Saanich to deduct funds from my/our chequing account for the payment of property tax prepayments and/or the balance owing on the noted utility account.

\_\_\_\_\_  
Signature of Account Holder

\_\_\_\_\_  
Signature of Joint Account Holder (if applicable)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date (YY/MM/DD)

\_\_\_\_\_  
Date (YY/MM/DD)

**\*\*SUBMIT THIS FORM WITH A VOID CHEQUE OR PRE-AUTHORIZED DEBIT FORM\*\***

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of FIPPA. The information will be used for processing this application. Questions can be directed to the District's Privacy officer at: 770 Vernon Ave Victoria BC V8X 2W7, t. 250-475-1775, e. foi@saanich.ca.



# Property Tax and Utility Billing PRE-AUTHORIZED PAYMENT PLAN

## GENERAL

1. You must be the property owner.
2. You must have a chequing account at a Canadian financial institution.
3. Written notice is required ten (10) business days prior to the withdrawal date to: a) discontinue participation in the plan, b) change the withdrawal amount, or c) update the banking information.
4. A service charge (\$20) will be applied to your account for dishonoured payments.
5. After two consecutive returned payments, your participation in the plan will be cancelled.

## PROPERTY TAX PLAN

1. All outstanding taxes, penalties, and interest must be fully paid before deductions can begin for the pre-authorized payment plan.
2. Withdrawals are effective on the first of the month for ten (10) months starting in August and ending in May.
3. The plan automatically continues each year unless written notification to cancel has been provided.
4. The registered owner must notify the District of Saanich to cancel the plan on a sale or transfer of the property.  
**Credits must be adjusted between purchaser and vendor on the statement of adjustments.**
5. The District of Saanich will recalculate the monthly withdrawal amount according to the latest tax bill each year (less home owner grant, if applicable). Your recalculated amount will be noted on your property tax bill each year.
6. Monthly installments are based on an estimate and are not a guarantee of the amount of property taxes that will be levied. **Ensure you check your annual tax notice for any outstanding balance. Any outstanding balance is to be paid manually by the tax due date. Outstanding balances after the tax due date are subject to penalty(s).**
7. It is the responsibility of the registered owner to claim the Home Owner Grant (if eligible) before the penalty date each year to avoid any penalties. Claim the home owner grant online with the Province at [gov.bc.ca/homeownergrant](http://gov.bc.ca/homeownergrant) or phone 1-888-355-2700.
8. Prepayment interest will be paid on the tax account credit balance effective January 1 of each year, and then on each monthly prepayment including April 1. The interest is calculated to the July property tax due date.
9. The prepayment interest is 3% below bank prime rate on December 15 of the preceding year.
10. Refunds are not available on the plan.

## UTILITY BILLING WITHDRAWALS

1. The balance owing on your utility bill will be automatically withdrawn from your bank account on the due date (every four (4) months).
2. The amount may be different for each utility bill, as part of the bill is based on water consumption.
3. Interest is not payable in the event of a credit balance on your utility bill.



## HOW TO APPLY

Complete and submit this form with a void cheque or pre-authorized debit form by:

- **Mail/ Drop Box/ In Person**  
District of Saanich  
770 Vernon Avenue  
Victoria BC V8X 2W7
- **Email**  
[propertytax@saanich.ca](mailto:propertytax@saanich.ca)  
[utilitybilling@saanich.ca](mailto:utilitybilling@saanich.ca)

Office Use only		
Date Received	Current taxes paid:	Date Entered/ Initials