



**CITY OF TERRACE**

3215 Eby Street, Terrace, B.C. V8G 2X8

Tel: 635-6311; Fax: 638-4777; Email: [cashier@terrace.ca](mailto:cashier@terrace.ca)

**PRE-AUTHORIZED TAX AND UTILITY PAYMENT PLAN**

The City of Terrace offers a Plan for taxpayers to make PREAUTHORIZED PAYMENTS to make Tax and Utility installment payments, and thus avoid having to make large sum payments.

**IT'S CONVENIENT AND SECURE**

The Pre-Authorized Payment Plan provides a means of budgeting Tax and Utility payments by automatic monthly withdrawal from your financial institution. It is secure in that you must authorize the Plan to start and you may stop payment at any time you wish by notifying the City in writing or in person.

**IT'S A GOOD INVESTMENT**

The Pre-Authorized Payment Plan will pay interest on your prepaid tax installments at a rate higher than you could earn from chartered banks and other financial institutions for similar deposits. Since the interest does not attract income tax, it makes the Plan even more attractive. If your pre-authorized payments are reducing outstanding taxes, you will also reduce interest being charged to your tax account.

**WHAT COULD I PAY?**

If you need assistance in determining the monthly installment, please contact the tax office.

**PREPAYMENT DATES**

Ten (10) equal payments will be withdrawn from your bank account commencing **August 17<sup>th</sup>** each year. The final or 10<sup>th</sup> payment May 17<sup>th</sup> will be the difference between the actual amount of the current year tax bill, less the prepayments, interest earned and H.O.G., if eligible, up to the monthly payment amount authorized. Please remember that you still have to complete the Homeowner Grant Application, if eligible, and forward to City Hall before the tax due date.

For those taxpayers who are currently paying taxes with their mortgage payment and would like to participate, it may be possible for you to alter your mortgage payment on request to your Bank. *For more information, call City Hall Tax Department, 6356311. Terms and conditions of the Pre-Authorized Payment Plan are on the reverse.*

**IT IS IMPORTANT TO REMEMBER THAT TO AVOID A PENALTY, THE HOME OWNER GRANT MUST BE CLAIMED PRIOR TO THE TAX DUE DATE AND THAT THE PRE-AUTHORIZED PAYMENT PLAN IS NOT A SUBSTITUTE FOR CLAIMING THE GRANT.**

**TO BE COMPLETED BY NEW MEMBERS ONLY**

THE CITY OF TERRACE

**PRE-AUTHORIZED TAX AND UTILITY PAYMENT PLAN APPLICATION**

I/We hereby authorize the City of Terrace to draw nine equal payments in the amount of \$ \_\_\_\_\_, to be charged against my/our account on the 17<sup>th</sup> of each month. The 10<sup>th</sup> and final payment on May 17<sup>th</sup> (being the difference between the actual amount of the current year tax bill, less the prepayments, interest earned and H.O.G., if eligible) is to be charged against my/our account, up to the monthly amount pre-authorized. I have read and understood the conditions for the Pre-Authorized Payment Plan. These amounts are to be applied against property taxes and utilities covered by:

Tax Roll No. \_\_\_\_\_

Date \_\_\_\_\_

OWNER NAME(S) \_\_\_\_\_

PROPERTY ADDRESS, TERRACE, B.C. \_\_\_\_\_

MAILING ADDRESS CITY PROV. POSTAL CODE

Name of Financial Institution \_\_\_\_\_

Branch Address \_\_\_\_\_

Branch Number \_\_\_\_\_ Account Number \_\_\_\_\_ Void Cheque Enclosed \_\_\_\_\_

Home Owner Grant Eligibility – Check One: Not Eligible \_\_\_\_\_ Eligible, Under 65 \_\_\_\_\_ Eligible 65 Over/Other \_\_\_\_\_

Your treatment of each payment shall be the same as if I/we had personally directed you to pay as indicated and to charge the amount specified to the account of the undersigned. The authorization may be cancelled at any time upon written notice. Any delivery of this authorization to you constitutes delivery by the undersigned.

Signature(s) \_\_\_\_\_ Telephone # (Home) \_\_\_\_\_

\_\_\_\_\_ Telephone # (Work) \_\_\_\_\_

**PLEASE READ REVERSE SIDE**

## CITY OF TERRACE

3215 Eby Street, Terrace, B.C. V8G 2X8

Telephone: 635-6311; Fax: 638-4777; Email: [cashier@terrace.ca](mailto:cashier@terrace.ca)

### PRE-AUTHORIZED TAX AND UTILITY PAYMENT PLAN

#### TERMS AND CONDITIONS

Prior to the property tax due date, interest on the credit balance from pre-payment installments paid to the day tax notices are issued shall be credited to the benefit of the taxpayer.

Revenue Canada's Interpretation Bulletin IT-396R states, interest earned and applied to municipal taxes is considered as a reduction of the payable and is not income for tax purposes.

REMEMBER the Pre-Authorized Payment Plan is not a substitute for claiming the Grant.

The Treasurer-Collector may cancel the privilege of continuing in the Pre-Payment Plan if two installments fail to be honored on the due date. In the event that an installment is not honored, a charge of \$30.00 will be levied for all late or returned payments.

If eligible, the homeowner must still apply for a Home Owner Grant, which must be claimed prior to the due date to avoid a penalty addition.

Rev. October 20, 2016

A participating taxpayer may, at any time, cancel this arrangement by advising the Collector in writing, but monies paid under the Plan will not be returned or refunded and the Collector shall continue to pay interest on the credit balance from monies previously paid.

The City of Terrace will no longer be issuing refunds on property tax accounts. In the case of a sale, any credit balance will remain with the property. Conveyancers will be required to reflect the credit on the statement of adjustments.

*Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used only for the purpose for which it was collected. If you have any questions about the collection and use of this information, contact the City's Freedom of Information Co-ordinator at (250) 638-4721.*