



TERMS AND CONDITIONS - PRE-AUTHORIZED DEBIT (PAD) Property Tax & Utility



NEW	CHANGE	CANCEL	PERSONAL PAD
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SECTION 1: CUSTOMER (PAYEE) INFORMATION

NAME		EMAIL	
PROPERTY ADDRESS			
MAILING ADDRESS (IF DIFFERENT THAN ABOVE)			
CITY	PROVINCE	POSTAL CODE	PHONE #
PROPERTY TAX FOLIO NUMBER (12 DIGITS)			

SECTION 2: BANK ACCOUNT INFORMATION

ACCOUNT #	BANK TRANSIT #	FINANCIAL INSTITUTION #
ACCOUNT TYPE Chequing Savings	FINANCIAL INSTITUTION NAME	
BRANCH ADDRESS:		

***Please note** - a blank cheque marked "void" **MUST** be attached to this form (or official bank form)

SECTION 3: PLEASE COMPLETE THE SECTION BELOW

To apply for the PAD, the property tax account must be in good standing with no outstanding balances.

PROPERTY TAX AND ANNUAL FLAT UTILITIES - EFFECTIVE DATE 1st of _____, 20____

Fixed with Variable \$ _____ (10 fixed +1 variable on July 1st)

The city will process the amount above on the 1st day of every month from August to May (10 Fixed payments). The city will process the outstanding tax account balance on July 1st (variable). The fixed amount will be recalculated annually and reflected on the annual property tax notice.

Please indicate your Home Owner Grant (HOG) eligibility and provide your birth year.
(This information is collected for the purpose of determining the PAD amount based on the HOG eligibility)

Grant Option: (check one) Basic Senior/Additional No Grant - Not Eligible Year of Birth _____

I/We, the Payor(s) have waived the right to receive pre-notification of the amount of the PAD and I/We understand that the annual property tax notice will reflect the new monthly deduction and the variable amount for July 01.

Account Holder(s) Initials

SECTION 4: AUTHORIZATION

- I/We understand it is my/our responsibility to provide written or electronic notification to the City of Burnaby 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.
- I/We understand that in an event I/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 Revenue Services 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 for credits on account.**

I/We, the Payor(s), have read, understand and agree with the items noted in Section 4 (above) and the terms and conditions (see reverse) and understand prepayments will NOT be refunded.

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

**Please return the 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.payments.ca.
- It is the Payor's responsibility to notify Revenue Services 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 withdraw 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:** Each dishonoured payment will be subject to a service charge, as set out in the Consolidated Fees and Charges Bylaw. If 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.
- All monies paid in accordance with a pre-authorized debit plan will earn simple interest on the daily balance of the amount held in the property's account for instalment payments for taxes and utilities. The rate of interest payable will be equivalent to the prime rate less 2.5 percent, subject to a minimum interest rate of 0.5 percent. No interest is payable each year during the period from May 1 to the due date for taxes. Interest earned will be credited to the tax account.
- 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 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 Revenue Services at 604-294-7350 or tax@burnaby.ca or 4949 Canada Way, Burnaby BC V5G 1M2.**

Please retain a copy of this application including the Terms and Conditions for your records.