

PRE-AUTHORIZED WITHDRAWALS FOR PROPERTY TAXES

How does it work?

Once you complete the Pre-Authorized Withdrawal Agreement form and provide a copy of a void cheque, monthly payments will be automatically withdrawn from your bank account on the 10th day of each month, starting in August and ending in May.

An annual tax notice mailed to you at the end of May each year will show your current year's taxes less the total prepayments and interest earned.

The balance owing will be withdrawn from your account on the tax due date in July.

How do I apply?

As long as your property tax account is current:

1. Complete the Pre-Authorized Withdrawal agreement form, available at City Hall, the Community Centre, or the Sportsplex. Agreement forms are also available on the City's website (www.campbellriver.ca)
2. Attach a void cheque to your application and mail or deliver in person to the Finance Department at City Hall, 301 St. Ann's Road V9W 4C7
3. The agreement carries on each year until you provide notice to cancel it.

Do I have to claim my Home Owner Grant?

Yes, property taxpayers on the pre-authorized withdrawal system must claim their Home Owner Grant each year. Because the final payment withdrawn in July will be based on the taxes still owing on the due date, **prepayment customers are requested to claim their Home Owner Grant no later than June 15 to ensure the correct amount is withdrawn on the due date.**

What happens if I sell my house?

If you sell your house, give the City's Finance Department written notification to cancel your participation in the program at least two weeks before the next payment is to be made. A Tax Certificate is available to your solicitor or notary showing the total prepayments made up to the date of certificate issuance. They will use this information when making the necessary adjustments to the sales transaction. As a result, the City will not issue a refund.

How is the monthly payment amount calculated?

Your monthly payment amount is an ESTIMATE only, based on 1/11th of your last years NET tax payable (after Home Owner Grant, if applicable) plus an inflationary factor of 3%. The amount of your regular monthly payment for the next year will be included on your annual tax notice. Prepayments for the next tax year will begin each August 10.

Will I earn interest on my tax prepayments?

Yes, interest—at the rate of 2% below the prime lending rate — will be earned on all prepayments until May 31. Interest rates paid will vary from year to year with market fluctuations.

Please remember:

- **All outstanding property taxes must be paid in full prior to joining the program.**
- Between August and May, 10 equal monthly installments will be made by automatic deduction from the pre-authorized account.
- The difference between the prepaid amount, plus the interest earned and the actual taxes levied will be payable (and automatically withdrawn) on the tax due date in July of the current year.
- The taxpayer is responsible for claiming the Home Owner Grant (if eligible) by the tax due date.
- **Participants in the program are kindly requested to claim their Home Owner Grant no later than June 15 to ensure the correct amount is withdrawn on the tax due date.**
- The Collector reserves the right to cancel the privilege of participation in the program due to multiple dishonoured payments with written notice.
- A taxpayer participating in the program may withdraw from the program at any time. The amount paid to date will remain in the tax account.
- **There are no refunds of tax prepayments.**



Questions?

Call the City Hall Tax Department
at 250-286-5715

or email: taxes@campbellriver.ca

See us in person at 301 St. Ann's Road

More info: www.campbellriver.ca

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