



**Property Tax Prepayment Installment Plan
Application/Authorization Form
NEW ACCOUNTS**

I/We the undersigned have read and agree to the Terms and Condition of the Tax Prepayment Installment Plan as outlined on the back of this form. I/We hereby authorize the Town of Smithers to draw pre-authorized monthly payments from my/our bank account for the prepayment of taxes on the first day of each month. It is understood that the amount debited each month is for the prepayment of net taxes (including annual fees and charges on the tax notice) and not for outstanding taxes.

Effective Date: _____

Applicant's Home Phone Number: _____

Roll Number : _____

Applicants Work Phone Number: _____

Registered Owner #1

Initial Monthly Payment Amount:

\$ _____

Registered Owner #2:

Name of Bank: _____

Civic Address: _____

Bank Transit Number: _____

Mailing
Address: _____

Branch Address: _____

Bank Account Number: _____

A blank cheque marked "VOID" must be attached to this application. For joint accounts all depositors must sign the application if more than one signature is required on cheques issued against the account.

Signature(s) of Property Owner (s) (and bank account holders if different from property owner):

Calculation of Initial Prepayment Installment Amount:

A. Gross Property Taxes (including annual fees/charges) for the current year	_____ (A)
B. Home Owner grant for current year (if applicable) Basic Grant (under 65) \$770 or Basic & Additional (over 65) \$1045	_____ (B)
C. Total Net Taxes (A - B)	_____ (C)
D. Add 1% to the Total Net Tax as a contingency to cover future tax/fee increases: (C) X 1.01	_____ (D)
E. Divide (D) by number of months remaining to May 1st of next year to calculate an estimated monthly installment (maximum 10 months)	\$ _____ (E)
OR	
F. Different Set amount that taxpayer wishes to pay monthly	\$ _____ (F)

The amount shown on Line (E) or (F) above is to be put as the Initial Monthly Payment Amount on the front page of the Application/Authorization Form.

TERMS AND CONDITIONS OF THE PROPERTY TAX PREPAYMENT INSTALLMENT PLAN

- To participate in the plan your tax account must be current with no outstanding property taxes owing and you must not be already paying your taxes with your mortgage (P.I.T.) within the preauthorized payment cycle (August to May). Interest will not be accrued on payments returned by your bank and a service fee of \$25 will be charged.
- If the estimate of the monthly payments results in an underpayment of taxes, when the taxes are calculated, the balance must be paid by the due date to avoid a 10% penalty. If the estimate results in an overpayment (credit) of taxes, the credit will automatically be applied to reduce the next year's installment amount. You may request, in writing, a refund of the current tax credit.
- If eligible, you must claim the Home Owner Grant after receipt of the tax notice and before the due date to avoid a 10% penalty on that portion of outstanding taxes.
- If you have any taxes remaining unpaid on your next year's taxes after next year's due date, your prepayment plan will be automatically cancelled.
- Interest is accrued daily from the date of payment and will be applied to your account on a monthly basis. Interest will be at prime minus 3% and will be applied as a discount to the tax account.
- Participation in the plan will automatically cease if two prepayments (not necessarily consecutive) fail to be honoured by your bank
- Completion of the application for Tax Prepayment Plan together with a personal cheque marked "VOID" must be delivered or mailed to the Town Office.
- You may terminate participation in the plan at any time upon written notice to the Collector. There will be no refund of the prepayments.
- Any changes or modifications to the plan must be received ten days in advance of the requested date of change.
- Property Taxes are levied each year in May and are due the first working day of July.
- It is the responsibility of the taxpayer to inform the Collector in writing if the property is sold, so that participation in the plan may be discontinued. Prepayments will stay with the property's tax account.
- The information collected on the authorization/application form is collected under the authority of the *Community Charter* and will only be used for tax prepayment plan purposes by the Town of Smithers.