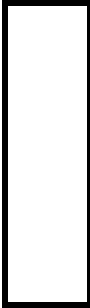




2006 Monthly Property Tax Prepayment Plan

Pre-Authorized payment is an assured method of paying your taxes.

Simple interest will be paid on your prepayments at the Royal Bank prime rate less 3%, (the current rate is 1.25%). This interest is considered a tax discount by Revenue Canada and is tax-free to the property holders on the Prepayment Plan. When you join the Prepayment Plan, your monthly installment will be automatically deducted from your bank account. In order to set up the plan, an application form must be completed, accompanied by a "VOID" cheque and taxes must be paid in full.



START DATE: _____

TAXPAYER INFORMATION

				HOME PHONE NUMBER
FAMILY NAME (or Corporate Name if Applicable)		INIT	FIRST NAME	WORK PHONE NUMBER
ADDRESS	CITY	PROVINCE	POSTAL CODE	ROLL NUMBER

Mailing address if different from property address.

Please indicate whether or not you are eligible for a Provincial Home Owner Grant on this property so that we may adjust your monthly tax prepayment amount.

\$470.00 Grant \$745.00 Grant No Grant

NO deduction is taken from your bank account in the month of June.

It is the property owner's responsibility to make the final payment and claim the Home Owner Grant, (if applicable), on or before the tax due date.

TAX ACCOUNTS MUST BE PAID IN FULL before this application will be implemented.

The monthly payment is an estimate only and not a warranty or guarantee of the amount of taxes which may be levied.

The current charge for dishonoured payments will apply.

If you have sold the property, please advise the tax office to cancel the monthly deductions.

I AUTHORIZE THE CITY OF KELOWNA TO:

debit my/our account on or after the 10th day of each month from July to May inclusive each year until I advise otherwise. _____

Your treatment of each payment shall be the same as if I/we had personally directed you to pay as indicated and to charge

Tax Prepayment Plan Information Sheet

Questions and Answers about the Plan:

- Q.** *HOW DO I ARRANGE FOR PRE-AUTHORIZED PAYMENTS?*
A. Complete the authorization form and return it to City of Kelowna Tax Office WITH A SAMPLE CHEQUE marked "VOID". YOUR TAX ACCOUNT MUST BE PAID IN FULL BEFORE JOINING THE PLAN.
- Q.** *IF I JOIN THE TAX PRE-PAYMENT PLAN, WHEN WILL THE DEDUCTION BE MADE FROM MY/OUR BANK ACCOUNT?*
A. The deduction will be made from your bank account once a month, on or after the 10th day of the month. The deductions will BEGIN THE MONTH AFTER YOUR APPLICATION IS RECEIVED.
- Q.** *HOW WILL MY BANK ACCOUNT BE CHARGED?*
A. Each month the City of Kelowna will advise your bank or financial institution of the amount of your instalment. Your account will be charged the same amount each month. The City does not charge for this service however, your bank may charge you depending on the type of account you have.
- Q.** *HOW IS THE MONTHLY PAYMENT AMOUNT CALCULATED?*
A. Your monthly payment amount is an ESTIMATE, based on 1/12th of your last year's NET tax payable. The MINIMUM monthly instalment is \$25.00. Once the yearly plan is established, the monthly deduction remains constant.
- Q.** *WHAT IF I SWITCH ACCOUNTS TO ANOTHER BRANCH, OR ANOTHER BANK?*
A. PLEASE CONTACT the TAX OFFICE at City Hall, at least 10 DAYS in advance to arrange a NEW AGREEMENT, so that your payments can continue.
- Q.** *IF I SIGN UP FOR THE PRE-AUTHORIZED PAYMENT PLAN, CAN I/WE STOP PAYMENT?*
A. Yes, you can instruct your bank to stop payment BEFORE the deduction goes through your account. You MUST ADVISE THE Tax Office, BY THE 1ST OF THE MONTH, and the regular deduction will not go through your account. IF A DEDUCTION IS NOT HONOURED BY YOUR BANK, AND YOU HAVE NOT NOTIFIED US IN ADVANCE, A \$20.00 SERVICE CHARGE WILL BE APPLIED TO YOUR TAX ACCOUNT.
- Q.** *WHAT IF I DECIDE TO DISCONTINUE THE PRE-AUTHORIZED PAYMENT PLAN?*
A. You can terminate your plan at any time with NOTICE TO City of Kelowna. The bank CANNOT remove your authorization. AMOUNTS ALREADY ATTACHED TO YOUR PROPERTY TAX ACCOUNT WILL REMAIN ATTACHED TO YOUR PROPERTY TAX ACCOUNT.
- Q.** *CAN I WITHDRAW THE PREPAYMENTS FROM MY MUNICIPAL TAX ACCOUNT?*
A. NO. The payments are attached to your property tax account and WILL REMAIN ATTACHED TO THE Property Tax Account.
- Q.** *WHAT HAPPENS IF I SELL MY/OUR PROPERTY?*
A. YOUR LAWYER OR NOTARY MUST DETERMINE THE AMOUNT OF MONEY PREPAID TO YOUR TAX ACCOUNT AND SHOULD CREDIT YOU ACCORDINGLY IN THE SALES DOCUMENTS. YOU MUST ADVISE THE TAX OFFICE TO TERMINATE YOUR PLAN, OR THE DEDUCTIONS WILL CONTINUE.
- Q.** *WHAT IF THERE IS A CHANGE IN THE AMOUNT I HAVE TO PAY?*
A. The amount of your regular monthly payment for NEXT YEAR will be printed on the front of your annual tax notice. The prepayments for NEXT YEAR will begin on July 10th and continue through to May 10th of the next year. If your circumstances change (you will not be claiming the Home Owner Grant, or you qualify for the higher grant), PLEASE CONTACT THE TAX OFFICE and we will adjust the monthly deduction.

- q.** *WHAT DO I DO WHEN I RECEIVE MY TAX NOTICE IN MAY?*
A. There will be NO deduction made from your bank account in the month of June. The taxpayer must make the LAST payment and claim the Home Owner Grant, if applicable, by THE TAX DUE DATE.

A PENALTY WILL BE APPLIED TO UNPAID TAXES OR UNCLAIMED GRANTS.