



PROPERTY TAX PRE-AUTHORIZED PAYMENT PLAN AUTHORIZATION

Customer Name: _____ Roll #: _____

Property Address: _____ Customer #: _____
(Office use only)

Phone (res): (_____) _____ Phone (other): (_____) _____

E-mail Address: _____

Levy: _____ Year: _____ **OR** Estimated Levy: _____ Based on: _____
(Purchase Price/Current Assessment)

New construction within the last 12 months? Y / N Date of Completion: _____

The bank account holder hereby authorizes the City of Spruce Grove and the financial institution designated to debit the bank account per the attached cheque on the 17th of each month in the amount of:

\$ _____ with first payment to commence in the month of _____.

PLEASE NOTE: Blank Forms submitted will not be processed. Please contact our office at propertytaxes@sprucegrove.org or by phone at 780-962-7634 ext 119 for monthly calculation amounts.

Submit completed form and void cheque to:
Fax: 780 962 2526, e-mail: propertytaxes@sprucegrove.org or in person at 315 Jespersen Avenue, Spruce Grove. Call 780 962 7634 ext. 119 with inquiries.

Payment Schedule Adjustments – Enrollment before annual tax levy

I/we understand that payments are adjusted twice a year to ensure the current year taxes are paid in full by December 17th of each year. The January – May amount is based on 1/12 of the prior year’s annual levy (estimated for new properties). The June – December amount is adjusted after the taxes are levied to the equal monthly amount necessary to pay the balance by the end of the year. A 12 month payment schedule is printed on the tax notice which serves as the pre-notification required by the Canadian Payment Association.

Initials _____

Payment Schedule Adjustments – Enrollment after annual tax levy

I/we understand that payments are adjusted twice a year to ensure the taxes are paid in full by the end of the year in which the taxes are levied. When there are less than 12 periods remaining in the first year of enrollment, the payment amount is based on the number of equal monthly installments required to pay the taxes in full by the end of year. In following years the January – May amount is based on 1/12 of the prior year’s annual levy.* The June – December amount is adjusted after the taxes are levied based on the number of equal monthly installments required to pay the taxes in full by the end of the year. A 12 month payment schedule is printed on the tax notice which serves as the pre-notification required by the Canadian Payment Association.

*\$ _____ will be the payment amount January 17 through May 17, 20____.

Initials _____

PROPERTY TAX

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Terms and Conditions

Where no prior authorization exists, for the first year only, equal monthly payments will be determined by the number of months remaining in the current year or be based on 12 months with acceptance of an advance payment equal to the amount that would have been paid if enrollment had begun in January.

Balances transferred to the property tax roll in accordance with Section 553 of the Municipal Government Act cannot be included in the pre-authorized plan. **Failure to pay dishonored payments and amounts transferred to taxes within 10 business days of being notified of the transfer will terminate eligibility for the pre-authorized plan.**

If 3 consecutive payments are dishonored by the financial institution, eligibility for the pre-authorized plan will be terminated, regardless as to whether the payments have been made up.

While not enrolled in this payment plan, any current year past due balances will be penalized in July, September and November at a rate of 4.5% (non-compound) applied on the 1st of each month. All arrears will be penalized in January and March at a rate of 7% (compound) on the 1st of each month. Applied penalties will be the responsibility of the registered title holder

This authority is to remain in effect until written notification to change or terminate is received at least ten business days before the next debit is scheduled and will be accepted from either the registered title holder or bank account holder. Regardless of which party initiates termination, the balance of the property taxes owing after June 30th will be penalized 4.5% (non-compound) on the 1st of each month in July, September and November and will be the responsibility of the registered title holder.

Liability of Bank Account Holder

Whenever the bank account holder is a party other than the registered title holder, the bank account holder agrees to waive any requirement for pre-notification of pre-authorized debits drawn against the bank account in accordance with this authorization. The bank account holder also acknowledges that the City of Spruce Grove will only notify the registered title holder when a payment fails to be honored for any reason by the designated financial institution and accepts responsibility for any resulting bank charges.

Bank Account Holder: _____ Signature: _____

Registered Title Holder: _____ Signature: _____

Date: _____

Bank account holders have certain recourse rights if any debit does not comply with this agreement. To obtain more information on recourse rights contact your financial institution or visit www.cdnpay.ca.

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to register a property tax account for the pre-authorized payment plan. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-962-2611.