

### To be completed by new applicants only.

**Note: This is a Prepayment Plan for 2025 taxes and utilities.** All 2024 taxes and utilities must be paid in full prior to commencement.

### SUBMIT YOUR COMPLETED APPLICATION BY MAIL, EMAIL, OR IN PERSON

See details below.

I/We hereby authorized the Corporation of the City of North Vancouver to draw 11 equal payments in the amount of \$  to be charged against my/our account on the first of each month and a 12<sup>th</sup> payment equal to the balance owing on the property tax due date. These amounts are to be applied against property taxes and utilities covered by:

Eg: 982543.001

TAX ROLL NO. (9 DIGITS)

OWNER NAME(S)

OWNER NAME(S)

PROPERTY ADDRESS (NORTH VANCOUVER)

MAILING ADDRESS (If different from above)

UNIT/HOUSE NUMBER/STREET

CITY/PROVINCE

POSTAL CODE

TELEPHONE NUMBER

EMAIL ADDRESS

DATE (DD/MM/YYYY)

SIGNATURE(S) OF BANK ACCOUNT HOLDER(S)

SIGNATURE(S) OF PROPERTY OWNER(S) (If different from bank account holders)

### BANKING INFORMATION

FINANCIAL INSTITUTION

BRANCH ADDRESS

INSTITUTION NUMBER (3 DIGITS)

TRANSIT NUMBER (5 DIGITS)

ACCOUNT NUMBER

HOME OWNER GRANT ELIGIBILITY (Check one)

NOT ELIGIBLE

ELIGIBLE &  
UNDER 65

ELIGIBLE &  
OVER 65

OTHER

DATE OF BIRTH (DD/MM/YYYY)

2024 TAXES PAID BY

CHEQUE ENCLOSED

ONLINE BANKING

OTHER

PAYMENT DATE

Your treatment of each payment shall be the same as if I/we had personally directed you to pay as indicated and to charge the amount specified to the account of the undersigned. This authorization may be cancelled at any time upon 10 days written notice. **Any delivery of this authorization to you constitutes delivery by the undersigned. Any participants starting after August 1<sup>st</sup> will have payments prorated equal to the remaining months up to the tax due date.**

### ATTACH VOID CHEQUE TO THE APPLICATION FORM AND:

**MAIL TO:** City of North Vancouver, Finance Department 141 West 14th Street, North Vancouver, BC V7M 1H9; or

**EMAIL TO:** [prepayment@cnv.org](mailto:prepayment@cnv.org); or

**DROP OFF:** City Hall, 141 West 14th Street, North Vancouver

There are 24hr secure drop boxes at the north and south entrances to City Hall.

Attach  
VOID CHEQUE OR BANK AUTHORIZATION FORM  
(This form is for prepayment of 2025 taxes)

**For your convenience, the City of North Vancouver offers a plan for taxpayers to make pre-authorized payments to cover next year's annual tax and utility billing.**

### **Enroll Today and Take Advantage of the Following Benefits:**

- The Pre-authorized Payment Plan allows you to budget tax and utility payments over a 12 month period, instead of making one larger payment.
- The Pre-authorized Payment Plan is a secure means of setting your money aside in advance of the tax and utility billing. It is also secure in that you must authorize the Plan to start and you may stop payment at any time if you feel the necessity to do so.
- The Pre-authorized Payment Plan pays interest on your installments. The interest rate is based on the Bank of Canada prime rate less 2.5% set twice per year on January 1<sup>st</sup> and August 1<sup>st</sup>.

#### **NOTE:**

To avoid penalty, the Home Owner Grant must be claimed prior to the tax due date with the Province of BC at [gov.bc.ca/homeownergrant](http://gov.bc.ca/homeownergrant). The Pre-authorized Payment Plan is not a substitute for claiming the grant.

**Enrolling in the Plan is Easy.** Simply complete the application form, enclose a personal cheque marked as VOID and mail or drop off the application at City Hall. The application form is also available online at [cnv.org/prepaymentplan](http://cnv.org/prepaymentplan).

**How Much Can I Pay?** The minimum monthly allowable payment is \$10.00. Your projected monthly payment is shown on the bottom front portion of your tax bill. Each year in August, the City of North Vancouver will automatically adjust the monthly prepayment amount based on the changes in annual taxes. If you are a new owner and/or this is a new property, please contact the City of North Vancouver's Tax Office at **604.983.7317** for a correct calculation of your monthly installment.

### **Terms and Conditions:**

**Eligibility:** All current year's taxes and utility rates must be paid by the due date of the current year.

**Prepayment Dates:** Eleven equal payments will be withdrawn from your bank account, commencing August 1st each year. The final or 12th payment will be the difference between the actual amount of the current tax bill and prepayments collected, plus interest earned up to the tax due date. This final prepayment will be withdrawn from your bank account on the TAX DUE DATE each year. This final payment will appear on a separate line on your tax notice. Any participants starting after August 1st will have payments prorated equal to the remaining months up to the tax due date. An amount equal to the Annual Flat Rate Utility statement will be transferred from your tax prepayment funds on the due date.

**Year to Year:** Your Pre-authorized Payment Plan direct withdrawal monthly amount will continue and change each year to reflect the current year's taxes and utilities. Your new monthly amount will be reflected on the bottom portion of your annual tax notice. The Pre-authorized Payment Plan is in effect until terminated in writing by the taxpayer/representative and is received by the City of North Vancouver's Tax Office 10 days prior to the next withdrawal.

**Interest Paid:** Prior to the property tax due date, interest on installments paid to the date shall be credited to the benefit of the taxpayer in a special account.

**Avoid Penalties:** You must apply for the Home Owner Grant (if eligible) by July 2, 2024. Your prepayments are calculated net of Home Owner Grant eligibility as stated on the application.

**Changes to your Pre-authorized Payment Plan:** Written notification must be received 10 days prior to the payment withdrawal date. Examples of a change include changes to monthly amounts, bank account information and Home Owner Grant status.

**Cancelling your Pre-authorized Payment Plan/Property Sold or For Sale:** Owners or their representatives must notify the City of North Vancouver to discontinue the Plan before the property is sold. No refund of prepayments will be issued by the City of North Vancouver as a result of owner's failure to discontinue the plan upon transfer of property. Credits must be adjusted between Purchasers and Vendors on Statement of Adjustments.

**Dishonoured Payments:** All dishonoured payments will be subject to a service charge as outlined in the City of North Vancouver Fees and Charges Bylaw. The Chief Financial Officer may cancel the privilege of continuing in the Pre-authorized Payment Plan if two installments fail to be honoured on the due date by the taxpayer's financial institution. Taxpayers are responsible for notifying the City of North Vancouver's Tax Office of any changes in financial institution, bank account, etc. Written notification must be received 10 days prior to the next withdrawal.

**Recourse Rights:** You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this Pre-authorized Payment Plan. To obtain more information on your recourse rights, contact your financial institution or visit [payments.ca](http://payments.ca).