

# PREPAYMENT PREAUTHORIZATION APPLICATION FORM

## Preauthorized Tax Prepayment Plan for Property Taxes

I/We hereby authorize the Town of Qualicum Beach to withdraw a pre-authorized payment against my/our bank account (sample cheque marked "void" attached) on the 10th day of each month except the month of June. The maximum prepayment amount is calculated by dividing the gross property taxes, less Home Owner Grant, by the number of months remaining.

I/We understand that each year **it is my/our responsibility to pay any outstanding balance and claim the homeowner grant, if eligible, on or before the due date.** I/We also understand that it is my/our responsibility to notify the Town of any changes in my/our eligibility for the Home Owner Grant, changes to the prepayment amount or allocated bank account seven days prior to the next prepayment. This authorization shall continue until I/we have provided seven days' written notice of cancellation (forms available at the Town office). I/We agree to all other terms and conditions of this agreement as set out in Bylaw No. 587 (a copy of the Bylaw will be provided upon request).

APPLICANT INFORMATION	
Property Location (Civic Address)	
Name (Please Print)	
Mailing Address	
City	Province
Postal Code	Phone No.
Email Address	Date
I/We enter into this agreement with the Town of Qualicum Beach	
Signature	
Signature	
<b>Please attach a sample cheque marked "void" or bank stamped pre-authorization form.</b>	

DEPARTMENT USE ONLY	
Folio No.	Start Month
HOG	Amount
	Recalculated <span style="float: right;">Fixed</span>

### APPLICATION CAN BE SUBMITTED BY ONE OF THE FOLLOWING METHODS:

**IN PERSON:** #201-660 Primrose Street, Qualicum Beach, BC - 9:00 am to 4:00 pm, Monday to Friday.

**EMAIL:** [gbtown@qualicumbeach.com](mailto:gbtown@qualicumbeach.com)