

CITY OF SURREY PROPERTY TAXES & ANNUAL UTILITIES

Pre-Authorized Payment Plan (PAPP) Terms and Conditions

IMPORTANT: Balances outstanding will not be automatically withdrawn from your bank through PAPP, therefore it must be paid by the due date in order to avoid a 5% penalty.

PROPERTY TAX AND ANNUAL UTILITY NOTICES

Annual Utilities – Due April 2

The funds held in your PAPP account will be applied to your annual utilities in February.

Annual Utilities statements are issued in February therefore your notice will not include the March 1st or April 1st withdrawal.

The amount indicated on the annual utility bill is the amount due. March and April withdrawals will not be applied to your utility charges.

Property Taxes – Due July 2

The City will apply the accumulated balance in your PAPP account to your property taxes in May.

Property Tax statements are issued in the last week of May and will show the final balance owing on your account.

It is the customer's responsibility to claim the Home Owner Grant (if applicable) by the due date.

MONTHLY PAYMENTS

The City of Surrey will recalculate the PAPP withdrawal amount by estimating next year's property taxes plus annual utilities.

PAPP monthly installments are calculated by taking the total amount paid for the calendar year and dividing the amount by 5.

Changes to the monthly payment will be indicated on your annual property tax notice.

REQUESTING CHANGES

Customers must inform the City in writing 14 days prior to the next withdrawal for the following changes:

- property ownership
- bank account
- monthly withdrawal amount
- converting to metered utilities

REFUNDS

There are no refunds available on PAPP.

PAYMENT DATES

Pre-authorized payments will be debited on the 1st business day of each month except for June and July.

The PAPP payment cycle starts on August 1st and ends May 1st each year for a maximum of 10 consecutive automatic withdrawals.

DISHONORED PAYMENTS

Any payments not honored by your financial institution will be subject to a \$30 service charge on your PAPP account.

After two dishonored payments from your bank, your participation in PAPP will be cancelled.

CANCELLATIONS

PAPP may be cancelled at any time with two weeks' notice to the Surrey Property Tax Department.

INTEREST

Funds held in your PAPP account will accumulate interest in accordance with the quarterly rates prescribed by the Province.

METERED UTILITIES

PAPP does not apply to Metered Utilities. If you are converting to metered utilities, please notify The Plan Administrator.

SELLING YOUR PROPERTY

If you are selling the property, prepayments made under the plan must be adjusted through the sale of the property. The monies received on PAPP will stay with the property tax account.

The PAPP account is not transferrable between properties. Your current plan must be cancelled and a new application form along with a void cheque must be submitted for your new property.

CONTACT

**City of Surrey, Property & Payment Services
Pre-Authorized Prepayment Plan Administrator**

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Website: www.surrey.ca/propertytaxesutilities