



# Property Tax and Annual Utilities PRE-AUTHORIZED PRE-PAYMENT PLAN

The City of Surrey allows taxpayers to pre-pay their property taxes and annual utilities automatically through a monthly pre-authorized withdrawal from their bank account for the next year.

Property tax and annual utility **Pre-Authorized Pre-Payment (PAPP)** plan is available to all types of properties.

PAPP offers the following:

- Convenient pre-authorized withdrawals through any Canadian financial institution
- Great for budgeting – reduce the final amount owing over monthly pre-payments
- Accrue interest on pre-paid balances
- The accumulated funds will be applied to your annual utilities in February (if applicable) and your property taxes in May.

**IMPORTANT: The amount owing on the notice will not be automatically withdrawn from your bank account through PAPP. Final balances must be paid and the Home Owner Grant claimed (if eligible) by the due date in order to avoid late penalty charges.**

Terms and Conditions:

1. It is the customer’s responsibility to pay the final balance and apply for the Home Owner Grant by the due date each year in order to avoid a late penalty charge.
2. The plan may be cancelled with two week’s written notice.
3. PAPP customers must notify the City in writing 14 days prior to the next withdrawal for any changes to the PAPP account. Forms are available at [www.surrey.ca](http://www.surrey.ca)
4. Monthly payments are collected on the 1<sup>st</sup> day of each month, starting in August and ending in May.
5. PAPP customers should expect to find a balance on their statement as there are no withdrawals for the months of June and July.
6. A service charge will be applied to your account for dishonoured payments.
7. After two consecutive dishonoured payments, participation in PAPP will be cancelled.
8. Refunds are not available on the plan.

**Monthly payment:** The fixed monthly deduction is calculated by estimating next year’s property taxes plus annual utilities and less the Home Owner Grant (if applicable). You will receive a letter prior to the first withdrawal to confirm the payment amount along with the plan guidelines. The amount will be automatically recalculated by the City every year unless a written request is received. You must make a separate payment for the final balance showing on the tax notice and claim the grant (if eligible) each year.

**For customers on metered utilities:** A separate auto-debit payment program is available to pay metered utility charges. This form only applies to annual utilities and property taxes. **For more information go to [www.surrey.ca/ptu](http://www.surrey.ca/ptu)**

**Application checklist:**

- Pay your current year’s property tax and utility account balance in full before joining the plan
- Complete the authorization form on the back and enclose a cheque marked “VOID”
- Send to Property & Payment Services, 13450 104 Ave, Surrey BC V3T 1V8 or or email to [PropertyTaxesAndUtilities@surrey.ca](mailto:PropertyTaxesAndUtilities@surrey.ca)

If you choose to use e-mail, please note that there is a chance that the e-mail you send to us or that we send to you could be intercepted in transit or sent to the wrong address. If you are concerned about the confidentiality of your information in transit, you should send it to us by secure means or use another form of delivery. 2016

PROPERTY TAXES & ANNUAL UTILITIES PRE-AUTHORIZED PRE-PAYMENT PLAN AUTHORIZATION FORM	
Name:	Folio Number _____ - _____ - _____
Mailing Address:	Property Address:
City/Postal Code:	Telephone:
Home Owner Grant Eligibility <input checked="" type="checkbox"/> Check one <input type="checkbox"/> Not Eligible <input type="checkbox"/> Basic (under 65) <input type="checkbox"/> Additional (65+ or physically disabled) <i>Required - Date of Birth:</i>	
<p><b>Terms &amp; Conditions:</b> Monthly payments are collected on the first day of each month, for ten consecutive months, starting from August to May. <b>There are no withdrawals in June or July.</b> A service charge will be applied to your account for dishonoured payments. Refunds are not available while on the plan. The accumulated credit will be applied to your annual utilities due on April 2<sup>nd</sup> (if applicable). The remaining credit will be applied to your property taxes as shown on the tax notice. Customers must inform the City of changes in property ownership, and provide two weeks written notice to cancel the plan. <b>**Customers must PAY the final balance and APPLY for the Home Owner Grant (if eligible) by July 2<sup>nd</sup> each year. **</b> The fixed monthly payment amount will be estimated by the City, or by an amount mutually agreed upon \$_____. <b>I/We have read and understood the terms and conditions of the plan and hereby authorize the City of Surrey to deduct monthly payments from our bank account on the first day of each month, excluding June and July.</b></p> <p style="text-align: right;"><b>MUST ATTACH VOID CHEQUE</b></p>	
Signature:	Date:
<small>Personal Information is collected for the purposes of Property Tax and Utility Billing. The City of Surrey is collecting this information under s.26 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>. For questions regarding the collection of personal information, please contact the Manager, Property and Payment Services at 604-591-4181.</small>	