



PRE-AUTHORIZED WITHDRAWAL AND AUTO DEBIT APPLICATION FORM

Property Owner Name

Phone Number

Property Address

City, Province, Postal Code

Mailing Address (if different from Property Address)

Email Address

Folio Number

Utility Account Number(s)

Pre-Authorized Withdrawal Program for Flat Rate Utility and Property Tax

The Pre-Authorized Withdrawal Program allows you to set up monthly payments to prepay your property tax and/or flat rate utility bills. **See reverse** for Metered Utility Auto Debit Program.

Terms and Conditions

- The minimum monthly payment is \$20.00.
- You must notify the City of Delta in writing, at least 14 days prior to a payment date, of any changes to your account including change to property ownership, bank account information, or termination in the program.
- A service charge and applicable penalties will be applied to your account for dishonoured payments. The City of Delta may cancel your program if two or more payments are returned in one calendar year.
- **Pre-Authorized Withdrawals for Property Taxes and Flat Rate Utilities**
 - Monthly pre-authorized payments will be withdrawn from your bank account on or about the 5th day of each month except for June.
 - Interest earned will be calculated based on the month-end credit balance in your tax installment account, using the Royal Bank of Canada prime lending rate less 4%.
 - The annual Property Tax Notice, mailed each year in May, will show your current year's taxes less any prepayments and interest earned. You are responsible for paying the balance, if any, by the due date.
 - The annual Flat Rate Utility Bill, mailed each year in February, will show your current year's utility charges less any prepayments and interest earned. You are responsible for paying the balance, if any, by the due date.
- **Pre-Authorized Withdrawals for Flat Rate Utilities ONLY**
 - Monthly pre-authorized payments will be withdrawn from your bank account on or about the 5th day of each month except for March.
 - Any balance owing on the annual Flat Rate Utility Bill will be withdrawn on the due date.
 - Monthly pre-authorized payments will be recalculated annually by the City of Delta (you do not choose your monthly withdrawal amount).
 - The annual Flat Rate Utility Bill, mailed each year in February, will show your current year's utility charges less any prepayments. Your bill will show the balance, which will be withdrawn on the due date.
 - It is your responsibility to ensure there are sufficient funds in the bank account on the due date.

Authorization

I authorize the City of Delta to:

Debit my bank account in the amount of \$ _____ each month for the prepayment of:

Property Taxes and Flat Rate Utility Charges, or **Flat Rate Utility Charges ONLY**

A blank cheque marked "VOID" or official bank printout showing your bank account information must be submitted with this application.

Change the monthly withdrawal amount from \$ _____ to \$ _____.

Change my bank account. A blank cheque marked "VOID" or official bank printout showing your bank account information must be submitted with this application.

Terminate my participation in the Pre-Authorized Withdrawal Program.

Auto Debit Program for Metered Utilities

The Auto Debit Program is for metered utility bills only. **See Reverse** for Pre-Authorized Withdrawal Program for Flat Rate Utility and Property Tax.

Terms and Conditions

- You must notify the City of Delta in writing, at least 14 days prior to a payment date, of any changes to your account including change to property ownership, bank account information, or termination in the program.
- A service charge and applicable penalties will be applied to your account for dishonoured payments. The City of Delta may cancel your program if two or more payments are returned in one calendar year.
- The metered utility payment will be the full amount noted due on your Metered Utility Bill that is sent every three months.
- The amount owing will be automatically withdrawn from your bank account on the due date.
- The payment amount is based on your water consumption each period and will vary.
- It is your responsibility to ensure there are sufficient funds in the bank account on the due date.
- Your Auto Debit Program will start with the next billing period. Any balance currently due must be paid by the due date.
- When your Auto Debit Program is active, your bill will show the "AMOUNT TO BE WITHDRAWN".

Authorization

I authorize the City of Delta to:

Debit my bank account on the due date for the payment of **Metered Utility Charges ONLY**. Quarterly automatic withdrawals will be made on the metered utility due date for the amount due noted on my Metered Utility Bill.

A blank cheque marked "VOID" or official bank printout showing your bank account information must be submitted with this application.

Change my bank account. A blank cheque marked "VOID" or official bank printout showing your bank account information must be submitted with this application.

Terminate my participation in the Auto Debit Program.

Personal information is collected by the City of Delta under the authority of **Section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA)** and will be used to administer the Pre-Authorized Withdrawal and Auto Debit Application Form with the City of Delta, Taxation Office.

Personal information may be disclosed only as permitted by **Section 33 of the Freedom of Information and Protection of Privacy Act (FOIPPA)**. Should you have any questions about the collection of this personal information, please contact the Taxation Office at (604) 946-3235 and taxation@delta.ca or the Corporate Officer/FOIPPA Head at (604) 946-3220 and legislative@delta.ca.

This application can be submitted in person at Delta City Hall or North Delta Recreation Centre, or emailed to taxation@delta.ca. Please remember to include a blank cheque marked "VOID" or official bank printout showing your bank account information, if applicable, with this application.

I/We have read, understood, and agree to the Terms and Conditions.

Signature

Date