

Get a head start on paying next year's property taxes!

- Ten convenient monthly pre-payments
- Earn interest on prepaid balances
- No cost to join the plan
- No need to reapply each year
- No more waiting in line

This plan is for pre-paying next year's property taxes. The Property Tax Pre-payment Plan authorizes the City of Abbotsford to withdraw up to 10 equal payments from your bank account at any Canadian financial institution to be applied against next year's tax bill.

Plan Information

TO APPLY

Complete and submit the application form below along with a cheque marked "VOID" or a Direct Withdrawal Request (DWR) Form issued by your bank. No need to reapply each year as long as you remain eligible.

ELIGIBILITY

In order to participate in the plan, all property tax accounts must be paid in full with no outstanding taxes or unclaimed Home Owner Grants, if eligible.

PAYMENT AMOUNT

You decide on the amount to be withdrawn each year. Check your tax notice for the suggested pre-payment withdrawal amount which is calculated by dividing an estimate of next year's bill by 10.

PAYMENT WITHDRAWAL DATES

This application will be applied to the next installment withdrawal date between August 15 and May 15. If you join late, you may choose to increase the monthly amount or pay the shortfall by the tax due date.

DISHONoured PAYMENTS

A service charge will be applied to your tax account. Participation in the plan will be cancelled after two dishonoured withdrawals which may not be consecutive.

ANNUAL TAX NOTICE

You will need to pay any outstanding balance on your tax notice by the tax due date. Any overpayment indicated on your tax notice will automatically be applied against the next year's pre-payment amount.

HOME OWNER GRANT

Remember to apply for your Home Owner Grant each year by the tax due date if you are eligible.

CHANGES AND CANCELLATION

Notify the City in writing or email at least one week prior to the 15th of the month to cancel the plan or change banking information. Submit the online change or cancellation form.

SELLING

Your lawyer or notary can submit your signed request to cancel the plan on the Property Tax Certificate. If one week's notice to cancel cannot be given, they may include the final withdrawal on the Statement of Adjustments.

Submit the application with a "VOID" cheque or DWR form to:

City of Abbotsford Property Tax and Utility Division
32315 South Fraser Way, Abbotsford, BC V2T 1W7
OR SCAN AND EMAIL TO: cash@abbotsford.ca

Retain this portion of the form for your records.

Application Form: City of Abbotsford Tax Pre-payment Plan

I/We the undersigned have read and agree to the terms and conditions of the Tax Pre-payment Plan and hereby authorize the City of Abbotsford to draw pre-authorized payments from the account attached in accordance with the Rules of the Canadian Payment Association. I understand that this plan is for pre-paying next year's property taxes.

New Application

Changing Banking Information

Name _____
First / Last

Address of Property _____

Phone (_____) _____ Email _____

* Remember to include a scanned copy of a void Cheque or DWR form from your bank if submitting form electronically.

If more than one signature is required on withdrawals, each must sign this application; electronic signature is not accepted.

Pre-payment withdrawal authorized by: (Print and Sign) _____
Not required if accepted electronically

Pre-payment withdrawal authorized by: (Print and Sign) _____
Not required if accepted electronically

I Agree

I agree that by filling in the name fields above and by checking the "I Agree" box on this application I am effectively signing my application.

Start or Change on the 15th of _____
Month Year

Folio No: _____ Monthly Withdrawal Amount: _____

Will you be claiming a Home Owner Grant? Yes No

Indicate Grant you will claim by due date Basic

Category _____ Other Additional Grant

Additional Grant due to age. Year of Birth: _____

Terms & Conditions: City of Abbotsford Tax Pre-payment Plan

1. To participate in the plan, all tax account balances must be paid in full with no outstanding taxes or unclaimed Home Owner Grants, if eligible. **This plan allows you to pre-pay next year's property taxes.**
2. If eligible, the Home Owner Grant must be claimed every year before the tax due date to avoid the late penalty charge.
3. The pre-paid withdrawals will result in either a balance owing or overpayment which will clearly be shown on the property tax notice. The owner is responsible to pay any balance owing by the due date to avoid late payment. Any overpayment will be carried forward to next year's pre-payment plan.
4. A completed application form, together with a blank cheque marked "VOID" or Direct Withdrawal Request Form completed by your Canadian Financial Institution, must be submitted to the City of Abbotsford, Property Tax Division.
5. The taxpayer must consent to the disclosure of any personal information that may be contained in this agreement to the financial institution that holds the account of the City of Abbotsford to be credited with the monthly tax pre-payment to the extent that such disclosure of personal information is directly related to and necessary for the proper application of Rule H1 of the rules of the Canadian Payments Association.
6. Monthly payments will be calculated by estimating the next year's taxes (less Home Owner Grant, if applicable), less the amount of any overpayment from the prior year's plan and dividing that amount by ten. Monthly pre-payments, commencing August 15 will be withdrawn and credited to your next year's taxes. If your circumstances change, contact the Property Tax Division to adjust the monthly withdrawal.
7. Taxpayers may terminate participation in the plan at any time upon written notice to the Collector, Property Tax Division. One week's notice is required prior to the 15th day of the month.
8. If you sell your property, and you are on our pre-payment plan, your lawyer or notary must complete the plan cancellation section on the Property Tax Certificate and submit the cancellation request to the Property Tax Division. The lawyer will request a Property Tax Certificate from BC Online when preparing the Statement of Adjustments during the sale. One week's notice is required prior to the 15th day of the month in order to cancel your plan. If one week's notice cannot be given, your lawyer or notary should include one extra plan payment in the calculation of the Statement of Adjustments. Your plan will then be cancelled after this last plan payment.
9. Notification of any change in banking information must be received one week prior to the 15th of the month.
10. Interest is earned daily on the pre-paid balance and is applied to the property tax account balance. Interest earned is not subject to the cash refunds, however, will be applied to the tax account as a credit against future taxes. Rates are prescribed by the Lieutenant Governor in Council for the purposes of Section 239 of the Community Charter.
11. Interest will be reversed on dishonoured payments and a service charge will be applied to the account.
12. Participation in the plan will automatically cease if any two payments which may not be consecutive fail to be honoured by the participant's financial institution within the 10 month withdrawal period.

Please keep this portion of the form for your records and information.