



500 - 2 Avenue NE
 Mailing: PO Box 40
 Salmon Arm, BC V1E 4N2
 Main Phone: 250-803-4000
 www.salmonarm.ca

Property Tax
Pre-Authorized Prepayment Plan
 Revision Form

Complete this form if you wish to change or cancel your participation in the Pre-Authorized Prepayment Plan.

Written notification is required 10 working days prior to the next installment date.

Effective Date of Revision: / /
Day Month Year

CONTACT INFORMATION:

Name:
(Last Name, First Name or Business Name)

Email: Main Phone Number:

Mailing Address:
(If different from below)

PROPERTY INFORMATION (for owners with multiple properties, a form must be completed for each individual property):

Civic Address: Roll Number:

REVISION – Select all that apply:

- Update Contact Information** – information provided above
- Change Bank Account Information**
 Void Cheque or Preauthorized Debit Form from financial institution required – attach to this form
- Change Monthly Instalment Amount** (Minimum \$25 required)
 Change Amount From: \$ to \$
- Do Not Automatically Renew my Prepayment Plan** – Cancel my Prepayment Plan After Final May Payment

CANCELLATION

- Cancel Pre-Authorized Payment Plan**
Reminder: No refund to be issued, as payments remain with the property. If you are selling your property, the credit on account should be adjusted at the time of sale on the Statement of Adjustments prepared by your legal representative.

I/we hereby authorize the City of Salmon Arm to make the above changes to my Pre-Authorized Prepayment Plan.
 I/we acknowledge that the City of Salmon Arm will confirm that they have received the above information.
 It is my/our responsibility to ensure that confirmation is received 10 working days prior to the next withdrawal date.

Print Name: _____ Signature: _____ Date: _____

This information is being collected for the purpose of establishing a preauthorized monthly tax payment plan (as per Property Tax Prepayment Plan Bylaw No. 3195). The City of Salmon Arm is collecting this information under s.26(c) of the *Freedom of Information and Protection of Privacy Act*. For questions regarding the collection and use of personal information, please contact the Director of Corporate Services (250-803-4000).

OFFICE USE ONLY ID verified