

**1. Customer Information (Please print clearly)**

Name (Family Name, Given Name)

Folio No.

Property address

Mailing address (If different than above)

Telephone

E-mail

Birth year of owner(s):

Will a Home Owner Grant  
be claimed?

Home Owner Grant to be claimed:

Yes

No

None

Basic

Additional

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**2. Bank Account Information must include a void cheque or preauthorized debit form from your financial Institution. Detail must include:**

- Name of Financial Institution
- Branch Address
- Branch Transit (5 Digits)
- Institution No. (3 Digits)
- Account Number (Max 12 Digits)
- Type of Account

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**3. Pre-authorized Debit (PAD) Details**

You, the Payor, authorize the Township of Esquimalt to debit the bank account identified above on the first business day of each month from August to May (10 months) for the following amount:

Please Select One:

This amount is to be fixed

This amount is to be adjusted each year to the amount shown on the property tax notice

These services are for (Check one):

Personal Use

Business Use



**PROPERTY TAXES**  
**Pre-authorized Debit (PAD) Agreement**

The PAD agreement amount may be changed by the Payor or Payee by written notification. You, the Payor, may revoke your authorization at any time in writing, subject to providing seven (7) business days notice to the Township of Esquimalt. For more information on your right to cancel a PAD Agreement, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

\_\_\_\_\_  
Signature of Account Holder

\_\_\_\_\_  
Signature of Joint Account Holder (If applicable)

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Name (Please print)

Date MM/DD/YYYY

Date MM/DD/YYYY

~ A monthly prepayment program that includes 10 withdrawals that will be made on the first business day of each month from August to May each year. There is no withdrawal in the month of June or July.

~ Calculated amounts are an estimate based on the previous year's gross taxes, less Home Owner Grant, if claimed. For example, if the gross taxes for the previous year was \$2,385.58 and the basic Home Owner Grant of \$570.00 is claimed, the monthly installment payment will be \$180.00 and is calculated as follows:  $(\$2,385.58 - \$570.00)/10 = \$180.00$ . This calculation is not a guarantee of the amount of taxes that may be levied. The calculated monthly amount will be recalculated every year. Any balance owing on the annual tax notice must be paid by the due date to avoid penalties.

~ To start pre-authorized payments, your tax account must be zero or in a credit balance.

~ Once the PAD plan is started, it will automatically continue from year to year until notification in writing is received by the Township of Esquimalt at least 7 business days prior to the next debit date.

~ Your annual tax notice is mailed out in May. This notice will show any amounts that have been prepaid to date, as well as the balance that must be paid on the due date to avoid penalties.

~ Your Home Owner Grant application (if eligible) must be claimed prior to the due date to avoid penalties

~ We will pay interest on all payments from payment date to the property tax due date at an annualized rate of prime minus 3.00% to a minimum of 0.25%. The interest amounts are added to your property tax account.

~ Any over-payments will be applied to the following year's taxes.

~ If you are selling your property, the written notice of cancellation is required prior to the date of sale. All credits remain with the property and should be adjusted at the time of sale on the Statement of Adjustments prepared by a lawyer or notary public.

**Mail, email or drop off your signed completed form, with your void cheque to:**  
Township of Esquimalt  
1229 Esquimalt Road  
Esquimalt, BC V9A 3P1  
[tax@esquimalt.ca](mailto:tax@esquimalt.ca)

**For further information, please contact us at:**  
T 250.414.7100  
F 250.414.7111  
[tax@esquimalt.ca](mailto:tax@esquimalt.ca)  
[www.esquimalt.ca](http://www.esquimalt.ca)