



PRE-AUTHORIZED PAYMENTS

THIS AREA TO BE COMPLETED BY CUSTOMER

PAYEE: COUNTY OF GRANDE PRAIRIE NO. 1-
Financial Institution: Alberta Treasury Branch

Long Legal: _____ PAYOR: Customers Name(s) _____

Lot, Block, Plan# _____

TAX ROLL#(S) _____ MAILING ADDRESS: _____

VOID CHEQUE REQUIRED AS WELL

PHONE#: _____

Name of Financial Institution: _____ Branch Address: _____

Bank Number: _____ Transit Number: _____ Account Number: _____

I/WE (the above named Payor(s)) AUTHORIZE THE PAYEE TO DEBIT MY/OUR ACCOUNT INDICATED ABOVE, IN THE AMOUNT OF \$ _____ BEING 1/12 OF ESTIMATED ANNUAL PROPERTY TAXES; MAY BE DRAWN ON THE PAYOR'S ACCOUNT THE TWENTIETH (20TH) DAY OF EACH MONTH BEGINNING JANUARY 20TH, _____. WHICH AMOUNT CAN BE INCREASED/DECREASED AS PER CHANGES IN THE PROPERTY TAX LEVY AND/OR ESTIMATED TAX LEVY, AS INDICATED BY THE PAYEE, FOR THE CURRENT AND SUBSEQUENT TAXATION YEARS, SO LONG AS THIS AUTHORIZATION HAS NOT BEEN CANCELLED.

I/WE WILL NOTIFY THE PAYEE PROMPTLY IN WRITING IF I/WE MOVE THE ACCOUNT FROM ONE BANK OR BRANCH TO ANOTHER, OR IF THERE IS ANY OTHER CHANGE IN THE ACCOUNT.

I/WE UNDERSTAND THAT THE BANK IS NOT RESPONSIBLE TO VERIFY WHETHER THESE PAYMENTS ARE PROPERLY DEBITED TO MY/OUR ACCOUNT.

CUSTOMER'S SIGNATURE: _____ DATE: _____

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Accepted for the County of Grande Prairie No. 1

Staff: _____

What are your rights and responsibilities?

(Customer, please read below before signing this form)

- Should an incorrect amount be processed against your account, it will be corrected when you have advised the company that you are paying (County of Grande Prairie NO. 1)
- The Payee will provide you with written notice of the date of and the amount to be debited to your account at least ten (10) calendar days before the first payment and every time there is a change in your payment amount.
- If a payment processed against your account is not in accordance with your authorization, because you cancelled your authorization in writing to the Payee or if prenotification (as set out in section 2 above) was not received, then you can ask your bank (by completing a "Declaration Form" at the branch where your account was debited) any time up to ninety (90) calendar days (in the case of a Consumer Pre-Authorization Payment), or ten (10) calendar days (in the case of a Business Pre-Authorized Payment) after your account is debited for the payment, to return the payment to you. After these time periods, the bank is not responsible to return the payment, and you must deal directly with the Payee for reimbursement.
- The Payor undertakes and agrees to inform the Payee, in writing and within fifteen (15) calendar days prior to the next due date, of any change in the account or address information provided in this authorization. The Payor acknowledges that if it transfers its account to another financial institution, this authorization becomes null and void on the date of the transfer and that it will be necessary for the Payor to provide a new authorization to the Payee if the payor wishes to authorize the Payee to debit the Payor's new account.
- The Payor acknowledges that, where the day on which a debit is authorized to be presented is not a business day, the amount of the debit may not be debited until the next business day.
- Penalty provisions of the "Tax Penalty By-Law" currently in effect shall not apply to the said property account(s), unless:
 - A default of payment of any installment occurs, or
 - The Payor revokes this authorization, the privilege of continuing in the Plan may be cancelled by the Payee if an installment is not honoured.
- Any bank charges imposed upon the Payee by the Payee's Financial Institution due to default of payment of any installment by the Payor and any handling charges imposed by the Payee, shall be added to the form part of the Payor's property taxes on the said property account(s).
- The Payor warrants that all persons whose signatures are required to sign on this account have signed their agreement above.
- The Payor acknowledges that it will not be possible for the Payor's Financial Institution to stop payment of a pre-authorized debit unless the exact amount of the debit is specified in the stop payment request. The Payor further acknowledges that if a stop payment request of a Pre-Authorized Debit issued under an authorization is not honoured because the stop payment requested did not specify the exact amount of the debit, it will have no recourse against the Payor's Financial institution of any loss which the Payor may incur and any dispute concerning the debit is a matter to be resolved between the Payor and the Payee directly.
- The Payor acknowledges that it understands and agrees to accept and participate in the Consumer Pre-Authorized Debit plan in accordance with the Canadian Payments Association rules and policy statements and acknowledges receipt of a copy of this authorization.



APPLICATION DEADLINE:

This form must be fully completed and accepted by the County of Grande Prairie No. 1 no later than December 15th, in order to participate in the plan for the following taxation year. The tax account(s) must also have a zero balance at December 31st in order to participate.

A copy of a cheque marked "VOID" or a Pre-Authorizations Debit sheet from your bank must be attached and return with your form.

Here is how Pre-Authorized Tax Payments Works:

It's a modern, easy method to pay your annual property taxes, with the benefit of averaged monthly payments over the calendar year. There is no inconvenience of cheque writing; cost of postage; or that trip to pay your bills. With your permission, your payments will be made automatically through your bank or financial institution account.

Your payments will change twice (2) a year, every year, once in January and once after the actual tax levy is set for that taxation year.

From January to whenever the new tax levies are mailed, you will accumulate a credit and once the actual tax levy is applied your credit balance will be deducted from the current years levy and the system will then take the balance owing and divide it by the remaining months of the year.

You are still mailed a tax notice each year and your new payment amount for the remaining months will be stated on your annual tax notice.

You as the owner(s) are the only one(s) who can cancel your tax installment payments and this must be done in writing within fifteen (15) days of the next payment that is due.

Applications can be submitted through the following methods:

Email at taxes@countypg.ab.ca or by mail at:

County of Grande Prairie No. 1
10001 – 84 Avenue
Clairmont, Alberta T8X 5B2

Please call 780-513-3968 if you have any questions in regards to this application.

The personal information requested on this form is being collected for tax account administration, under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have Any questions about the collection, contact our FOIP Coordinator at 780-532-9722.