



Property Taxes Pre-authorized Debit (PAD) Agreement

1. Customer Information (Please print clearly)

These services are for (Check one):

Name (Family Name, Given Name)

Folio No.

Personal Use

Business Use

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

2. Bank Account Information must include a void cheque or pre-authorized debit form from your Financial Institution.

- Name of Financial Institution:

- Branch Address:

- Branch Transit (5 digits):

- Institution No. (3 digits):

- Account Number (max 12 digits):

- Type of Account:

3. Pre-authorized Debit (PAD) Details

You, the Payor, authorize the Township of Esquimalt to debit the bank account identified above for \$ _____ on the first business day of each month from August to May (10 months). **Any outstanding balance will be debited from your bank account on the property tax due date in July. (Refer to the next page for the payment calculation method)**

You, the Payor, may revoke your authorization at any time in writing, subject to providing 10 days notice to the Township of Esquimalt. You have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD agreement. For more information on your recourse rights, contact your financial institution or visit 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

4. Program Information and Guidelines

- ~ The PAD agreement consists of ten (10) withdrawals made on the first business day of each month, from August to May. For accounts enrolled after August, withdrawals will commence on the next scheduled withdrawal date and the monthly payment amount may be adjusted accordingly.
- ~ To enroll in the PAD agreement, your property tax account must have a zero balance or hold a credit balance.
- ~ Monthly payment amounts are estimated using the previous year's gross property taxes, less any applicable Home Owner Grant. For example, if the previous year's gross taxes were \$2,385.58 and the basic Home Owner Grant of \$570.00 was claimed, the monthly payment would be \$180.00, calculated as follows: $(\$2,385.58 - \$570.00) \div 10 = \$181.56$, rounded to \$180.00. The monthly payment amount is an estimate only and does not guarantee the property taxes that may be levied for the current year. Payment amounts are recalculated annually based on the previous year's tax information and any applicable Home Owner Grant.
- ~ Your annual property tax notice will be mailed in May and will show all advance payments and interest credited to the account, as well as the outstanding balance due. **On the property tax due date in July, any outstanding balance will be automatically withdrawn from the bank account provided.**
- ~ If eligible, your Home Owner Grant application must be submitted to the Province of BC at gov.bc.ca/homeownergrant or by phone at 1.888.355.2700. The Township must receive your approved Home Owner Grant application from the Province of BC at least seven (7) days before the property tax due date to avoid having the grant amount included in your July withdrawal.
- ~ If, in any year, the total of advance payments, plus interest exceeds the amount of property taxes due for that year, the surplus will be refunded to the person liable to pay the property taxes before July 31 of the same year.
- ~ Once enrolled, the PAD agreement will automatically continue each year until the Township of Esquimalt receives written notice from the account holder to cancel the agreement. Written notice must be received at least ten (10) days before the next scheduled debit date. Amounts paid are non-refundable.
- ~ The Township will pay interest on all payments from payment date to the property tax due date in accordance with the Township's Advance Tax Payment Interest Allowance Bylaw, 2009, No. 2725. The interest amounts will be added to your property tax account.
- ~ The Township may cancel this agreement if there are insufficient funds for two consecutive payments.
- ~ If you are selling your property, written notice of cancellation must be received by the Township prior to the date of sale. Any credit balance will remain on the property tax account and should be adjusted through the Statement of Adjustments prepared by your lawyer or notary public.
- ~ This agreement is in accordance with Tax Prepayment Plan Bylaw, 2026, No. 3186

Mail, e-mail or drop off your signed, completed form, with your void cheque or pre-authorized debit form from your financial institution to:
Township of Esquimalt
1229 Esquimalt Road
Esquimalt, BC V9A 3P1
tax@esquimalt.ca

For further information, please contact us at:
T 250.414.7100
F 250.414.7111
tax@esquimalt.ca
www.esquimalt.ca