



Town of Sidney

Cancellation Form for Pre-Authorized Payment Plans



Please select the Pre-Authorized Plan(s) you wish to cancel:

Date Received

- Tax Prepayment
- Utility Billing

Civic Address: _____ Property Folio #: _____
Registered Owner(s): _____ Utility Account #: _____
_____ Telephone Number: _____

I/We hereby request the Town of Sidney to cancel my/our pre-authorized payments effective _____ (Date).

Signature(s): _____

Please note: This form must be received by the Town of Sidney at least ten (10) business days before the requested cancellation date.

Office Use Only:	
Date:	Signature:

Town of Sidney, 2440 Sidney Avenue, Sidney BC V8L 1Y7 | Phone: 250-656-1184 | Fax: 250-655-4508

Selling your property? Tax prepayments stay on the property's account, and responsibility for adjustment shall be between the vendor and purchaser. Please advise your Solicitor or Notary to take into account any tax prepayments or utility charges that will require final adjustments on the sale transaction.

Please cancel your pre-payment plan(s). Any tax prepayment and utility pre-authorized payment plans need to be stopped before the sale is completed. To cancel, you must inform the Town of Sidney in writing at least ten (10) business days in advance of the next payment (1st of each month if a tax prepayment account or the next utility bill due date for utilities). Payments will continue to be withdrawn until you cancel your plan(s). Please complete this form and return it to the Town of Sidney.

Phone: 250-656-1184 Fax: 250-655-4508
Town of Sidney, 2440 Sidney Avenue, Sidney BC V8L 1Y7