

**IMPORTANT NOTES ON PAYING YOUR PROPERTY TAXES**

- The **deadline for payment is the first business day of July** each year. Payments received after this date are subject to penalties and interest.
- Payments mailed within Canada must have a legible postmark for the tax due date or earlier to avoid penalty.
- Payments can be made at most Banks, Trust Companies and Credit Unions and at Sidney Town Hall. Many banks offer telephone and PC banking. Check with your bank for details.
- If you plan to pay in person at Town Hall, you can avoid the rush by coming in early.
- Cheques postdated to the due date are accepted.



**TOWN OF  
SIDNEY**

**Property Tax  
Prepayments**

including the monthly direct  
debit installment program

For more information call the  
Town of Sidney

General Inquiries	}	656-1184
Property Taxes		
Home Owner Grants	}	655-5403
Tax Installments		
Utility Pre-authorized Withdrawal Program	}	655-5406
Fax Telecopier		
		655-4508

**Town of Sidney**  
2440 Sidney Avenue  
Sidney, BC V8L 1Y7

finance@sidney.ca

**THE PROVINCIAL  
HOME OWNER GRANT**

**IMPORTANT NOTE:**

Even if you prepay your property taxes, you must sign the Provincial Home Owner Grant application form and return it to the Town of Sidney before the first penalty date each year in order to avoid a penalty charge on the grant amount.

**CHANGING YOUR  
INSTALLMENT AMOUNT**

When you initially sign up for the installment program, you select an amount to be withdrawn from your bank account each month. This amount does not change until you send us written authorization.

If you wish to alter the withdrawal amount, please fill out the form attached to this brochure and return it to us. You may also come into Town Hall in person.

You should review your account each year to determine whether the amount being withdrawn is still appropriate.

**Selling your property?** If you sell your property during the year, the prepayment account will stay with the property. **PLEASE CANCEL YOUR PLAN BY NOTIFYING THE TOWN FINANCE OFFICE.** It is your responsibility to ensure that the conveyancing lawyer or notary provides you with a full credit on your statement of adjustments.

**TOWN OF SIDNEY  
PRE-AUTHORIZED PAYMENT AUTHORIZATION FORM**

Registered Owner(s): \_\_\_\_\_

Folio #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Starting Date: \_\_\_\_\_

We hereby authorize \_\_\_\_\_

NAME OF FINANCIAL INSTITUTION \_\_\_\_\_

Branch Address \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

To debit my/our account indicated above on or after the 1st day of each month for the months August to May inclusive each year. All payments are to be made to the Town of Sidney.

Amount: \$ \_\_\_\_\_

Signature(s): \_\_\_\_\_

- ✓ For a joint account all depositors must sign if more than one signature is required on cheques issued against the account for verification purposes. **Please attach a void cheque.**
- ✓ Your treatment of each payment shall be the same as if I/we have personally directed you to pay as indicated & charge the amount specified to the account of the undersigned. This authorization may be cancelled any time upon ten days written notice. Any delivery of this authorization to you constitutes delivery by the undersigned.
- ✓ I understand that it is my responsibility to cancel this plan if I sell my property. Initial: \_\_\_\_\_

**TOWN OF SIDNEY  
PRE-AUTHORIZED PAYMENT MODIFICATION FORM**

Registered Owner(s): \_\_\_\_\_ Folio # \_\_\_\_\_  
New Amount: \$ \_\_\_\_\_  
Civic Address: \_\_\_\_\_ Phone # \_\_\_\_\_  
Cancel: \_\_\_\_\_ Modify: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
Explanation: \_\_\_\_\_  
Signature(s): \_\_\_\_\_  
Office Use Only  
Date: \_\_\_\_\_  
Authorized: \_\_\_\_\_

**PROPERTY TAX PREPAYMENTS**

If you wish to prepay your property taxes, it may be done in one of three ways:

1. **Lump sum:** You can make a prepayment toward your next year's property taxes any time after the current year's tax due date. You can pay any amount up to the estimated amount of your next year's net property taxes.
2. **Installment plan:** The Town offers an installment tax prepayment plan which automatically debits your bank account each month and transfers the funds to your property tax account with the Town of Sidney. More information on this plan is provided in this brochure.
3. **Postdated cheques:** If the installment prepayment plan does not meet your needs, you can send the Town a series of postdated cheques.

**Interest:** Regardless of the payment method, interest is credited to your account in the same way. Beginning in August, the Town will begin paying interest on your prepayment account balance. The rate paid will be the prime rate of the Town's banker less 2.5%. This interest is considered a tax discount by the Canada Revenue Agency and is tax-free to you.

Prepayments will only be accepted if your property tax account is up to date. If at any time you owe money for current or past taxes, the Town may transfer funds from the installment account and/or apply installment payments to the balance owing.

**THE PROPERTY TAX PREPAYMENT INSTALLMENT PLAN**

**Permits monthly payment directly from your bank account**

The Town of Sidney offers an installment plan that allows you to make 10 equal payments on your next year's property taxes instead of making one single payment on the tax due date.

**Signing Up:** You must complete an authorization form and submit it to the Town Finance office along with a cheque marked "void". All of the required signing authorities for your account must sign the authorization form. Forms are attached for your convenience. You may sign up at any point in the year.

**How much?** You can pay any amount up to 1/11 of your estimated taxes as long as the same amount is deducted each month. We will accept smaller monthly payments (minimum \$25) if that is more convenient for you.

The amount that you choose will continue to be taken from your bank account on the first business day of each month until you notify us otherwise. If you wish to change the amount in future periods, you need to send us written notification.

**Direct Debit:** Each month, commencing with the 1<sup>st</sup> of August, the Town of Sidney will advise your bank or financial institution of the amount of your installment. The bank will transfer this amount out of your bank account and into your installment account at the Town of Sidney.

If you do not have sufficient funds, or if the transfer is rejected for other reason, a \$20 service charge will be applied to your

installment account. After two consecutive chargeback occurrences, you may be removed from the direct debit plan.

**Changes to your account:** You must contact the Town Finance office by the 20<sup>th</sup> of the month in any of the following circumstances:

- selling your property
- changing your bank account
- changing banks or branches
- stopping payment on an installment
- discontinuing the installment plan

**Withdrawing from the installment plan:** You can terminate the authorization by notifying the Town Finance office before the 20<sup>th</sup> of the month.

If you decide to withdraw from the plan any installment payments received will remain as a credit on your tax account and will continue to earn interest until they are applied to your tax levy on the tax due date.

**Your annual tax notice** reflects all installments plus interest calculated to the tax due date on the first business day of July. Any balance due will be clearly shown on your tax notice and must be remitted to the Town Finance office. Any overpayment will be applied to the next year's installments and will continue to earn interest beginning August 1st. If any property tax balance remains outstanding after the due date, prepayments for the next year will first be applied to the balance owing.

For more information about the installment plan, call the Town Finance office. 656-1184