

<b>CITY OF CAMROSE          TAX INSTALMENT PAYMENT PLAN          AUTHORIZATION FORM</b>
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OWNER: \_\_\_\_\_ ROLL NUMBER: \_\_\_\_\_

LEGAL DESCRIPTION: PLAN \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

MUNICIPAL ADDRESS: \_\_\_\_\_

Estimated CURRENT Tax Levy (Based on PRIOR YEAR Mill Rate) \$ \_\_\_\_\_

Estimated Monthly Payment (Based on PREVIOUS Year Tax Levy)  
 (January to June) \$ \_\_\_\_\_

Adjusted Monthly Payment (Based on Current Tax Levy)  
 (July to December) \$ \_\_\_\_\_

DATE \_\_\_\_\_ HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

I/WE \_\_\_\_\_ hereby authorize the City of Camrose and their  
 Bank to debit my/our account at:

FINANCIAL INSTITUTION \_\_\_\_\_ BRANCH ADDRESS \_\_\_\_\_

CITY / PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

BANK # \_\_\_\_\_ BRANCH # \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

Is the assigned bank account a business account YES / NO (please circle one)

ALL ESTIMATED/ADJUSTED PREAUTHORIZED PROPERTY TAX PAYMENTS TO THE CITY OF  
 CAMROSE MUST BE MADE ON: ( Please check one)  
 ( ) 1<sup>st</sup> day of each month - BEGINNING \_\_\_\_\_  
 ( ) 16<sup>th</sup> day of each month - BEGINNING \_\_\_\_\_

Each monthly payment will be debited from your bank account and applied directly to your City of  
 Camrose tax account. Any returned items are subject to a **\$15.00** service charge.

**PLEASE SEE REVERSE SIDE OF THIS FORM.**

**PLEASE NOTE:**

1. For eligibility, all tax arrears must be paid in full.
2. Please attach one of your personal/business cheques marked VOID.
3. For a joint account, if more than one signature is required on cheques issued against the account, all depositors must sign this form.
4. Provision of the tax penalty and interest allowance by-laws shall NOT apply to instalments paid under the Plan.
5. In the event that you change your bank account, a "sample" cheque of your new account must be forwarded to the tax department at least two weeks prior to your next payment.
6. In the event of a sale of the above noted property, it is your responsibility to inform your lawyer that you are presently on a monthly tax prepayment plan and notify the tax department at City Hall to arrange for cancellation or transfer of the plan at least two weeks prior to your next payment.
7. If you, the property owner, fails to honor two consecutive monthly payments as agreed to in this authorization, the plan may be cancelled and all property taxes shall become due and payable and provisions of the tax penalty and incentive by-law shall apply.
8. This form must be completed and returned to the City of Camrose, 5204 – 50 Avenue, Camrose, Alberta, T4V 0S8, at least two weeks prior to your first payment.