



Please email form  
to [tax@mission.ca](mailto:tax@mission.ca)

**PRE- AUTHORIZED DEBIT PLAN APPLICATION (PAD)  
PROPERTY TAXES & ANNUAL UTILITIES**

Name: \_\_\_\_\_

Roll Number: \_\_\_\_\_ Utility Account Number: \_\_\_\_\_

Property Civic Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Home Owner Grant Eligibility: Basic ☐ Additional ☐ Year of Birth \_\_\_\_\_

Bank Account Information

A blank cheque marked "VOID" must be attached to this application. For joint accounts, all depositors must sign the application if more than one signature is required on cheques issued against the account.

I / We may revoke authorization at any time, subject to providing notice in writing by the 5<sup>th</sup> day of the month. To obtain a sample cancellation form, or for more information on your right to cancel a PAD Agreement, you may contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

Beginning on the 15th day of \_\_\_\_\_, 20\_\_\_\_

☐ **Monthly Debit Amount \$** \_\_\_\_\_ (Fixed amount and is not changed for future years unless requested in writing)

☐ **The monthly payment amount will be estimated by the City of Mission and updated yearly.**

I / We the Payor(s) have read and agree to the terms and conditions of the Pre-Authorized Debit (PAD) Plan, and hereby authorized the City of Mission to draw pre-authorized monthly payments from my / our account for the pre-payment of property taxes. I / We the Payor(s) understand pre-payments will not be refunded.

\_\_\_\_\_  
Name of Account Holder

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Joint Account Holder  
(if applicable)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Terms and conditions  
Pre-Authorized Debit (PAD) Plan  
Property Taxes and Utilities

General Terms and Conditions

- **CANCELLATIONS** - Your PAD Agreement may be cancelled provided written notice is received by the City of Mission's Finance Department **by the 5<sup>th</sup> of the month**, which is 10 days before the next scheduled PAD withdrawal. Cancellation forms may be obtained from the Finance Department or online at [mission.ca](http://mission.ca). For information on your right to cancel a PAD Agreement, you may contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca)
- **CHANGES** - It is your responsibility to notify the Finance Department in writing, **by the 5<sup>th</sup> of the month**, of any changes to the banking information that your payments are debited from.
- **YOUR RIGHTS** - You, the Payor(s), have certain recourse rights if any debit does not comply with this Agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on your recourse rights, you may contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca)

Specific Terms and Conditions

- **PAYMENT WITHDRAWAL SCHEDULE** - There are ten (10) pre-authorized debits each year between August 15 and May 15 – **No PAD withdrawals in June or July.**
- **RENEWALS** - Your PAD monthly withdrawal amount will automatically renew each year and will be adjusted to reflect the estimated following year's utilities and taxes, unless predetermined. The withdrawal estimate for subsequent years will include any outstanding balance from the prior year. Your annual tax statement will estimate your new monthly deduction.  
***Renewals are discontinued if your tax account is in the delinquent status.***
- **TO AVOID PENALTIES** - Any outstanding balance must be paid in full and the HOME OWNER GRANT (if eligible) must be claimed by the due date each year.
- **INTEREST** - Simple interest is calculated on your property tax account daily based on the interest rate set by the Province of BC as per Section 239 in the *Community Charter*.
- Maximum annual payments are based on the previous year's net taxes and utilities.
- When this Property is sold, the PAD must be cancelled. There will be NO refunds on pre-payments.  
**Credits must be adjusted between Purchasers and Vendors on the Statement of Adjustments.**
- **DISHONOURED PAYMENTS** - All dishonoured payments will be subject to a service charge (currently \$35.00). The service charge may increase in the future without notice. Participation in the PAD Plan will automatically cease if two (2) pre-payments (not necessarily consecutive) fail to be honoured by your financial institution. Interest will not be accrued on payments returned by your bank.

**PLEASE RETAIN THESE TERMS AND CONDITIONS FOR YOUR RECORDS**