



City of Whitehorse

2121 - 2nd Avenue, Whitehorse, Yukon Y1A 1C2 Bus: (867) 667-6401 Fax: (867) 668-8398

### City of Whitehorse Property Tax Pre-Authorized Payment Plan Form

- Apply for the Property Tax **Monthly** Pre-authorized Plan
- Apply for the Property Tax **Yearly Installment** Pre-authorized Plan
- Change Information on an Existing Pre-authorized Plan
- Cancel the Pre-Authorized Payment Plan Effective \_\_\_\_\_

|                      |                        |  |                 |
|----------------------|------------------------|--|-----------------|
| Tax Roll Number      |                        |  |                 |
| Property Address     |                        |  |                 |
| Accountholder (1)    |                        |  | Customer Number |
|                      |                        |  |                 |
| Accountholder (2)    |                        |  | Customer Number |
|                      |                        |  |                 |
| Daytime Phone Number | Alternate Phone Number |  |                 |
|                      |                        |  |                 |
| Email Address        |                        |  |                 |

### Attach a VOID cheque

I/we authorize the City of Whitehorse to process a debit equivalent to the actual amount due as billed on the due date or amount equivalent to the monthly deduction. This authority is to remain in effect until the City of Whitehorse has received written notification of a change/termination or the City has removed the account from the Plan. By signing this application, you agree to the *City of Whitehorse Property Tax Pre-Authorized Payment Plan Terms and Conditions*.

\_\_\_\_\_  
Signature (1)

\_\_\_\_\_  
Signature (2)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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## City of Whitehorse Property Tax Pre-Authorized Payment Plan Terms and Conditions

The City of Whitehorse offers Pre-Authorized Payment Plans for Property Taxes using a valid bank account. Monthly deductions will occur on the last business day of each month. Alternatively, the yearly tax levy will be withdrawn on July 2.

### Conditions

- The tax account must be in good standing. No arrears on the account.
- The City does not charge a fee to participate in the property tax pre-authorized payment program. Fees will apply for dishonoured payments.
- New applications must be received at the City five business days before the current deduction period.
- Any applications received that are not complete or have inaccurate information, will be returned to the applicant. If late fees are incurred as a result, they are the responsibility of the account holder.
- It is the applicant's responsibility to notify the City of any and all changes to the bank account information. The City is not responsible for ensuring the account holder's pre-authorized payment information is valid.
- The applicant will notify the City of any ownership changes. The payment plan is account specific and is non-transferrable to other individuals or property.

### Monthly Plan

- Deductions occur on the last business day of each month from January to December for the current year.

### Returned Payments

- If a pre-authorized payment is dishonoured by your financial institution, you may be removed from the Plan and your account will be reverted to regular payment options. In addition, a service fee will be applied to your account for processing the dishonoured payment.
- As per City of Whitehorse Bylaw 90-72 Section 6:  
*If a monthly instalment cheque is returned by the bank for any reason not attributable to the City, the participant will have fifteen (15) days from the date of the cheque to redeem it, otherwise the participant will be removed from the Instalment Plan and be subject to all currently applicable penalties and interest effective the date of the cheque.*

### Withdrawing from the Plan

- You may withdraw from the Plan at any time subject to providing written notice to the City of Whitehorse at least five business days prior to the next scheduled withdrawal.
- The City reserves the right to revoke the agreement at any time.

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**Phone:** (867)668-8608

**Fax:** (867)668-8398

**Email:** whse\_receivables@whitehorse.ca

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**Mail/ In Person:** City of Whitehorse

2121 2<sup>nd</sup> Avenue

Whitehorse, YT Y1A 1C2