



CITY OF SWIFT CURRENT

TAXATION AUTHORIZATION FORM

PRE-AUTHORIZED PAYMENT PLAN FOR TAXES

- NEW
- CHANGES/TRANSFER
- CANCEL

Reason for changes: _____
 (Moved, new banking info, etc.)

NAME: _____

ADDRESS: _____

TAXATION ACCOUNT #: _____ PHONE #: _____

EMAIL: _____

START/STOP DATE: _____ 20__ INSTALLMENT: _____

20__ LEVY: _____

I/WE HEREBY AUTHORIZE MY/OUR FINANCIAL INSTITUTION AND/OR THE CITY TO DEBIT MY/OUR ACCOUNT AS NOTED ABOVE ON THE DUE DATE INDICATED ON THE CURRENT UTILITY BILL/TAX NOTIFICATION

Date: _____ Signature: _____

Date: _____ Signature: _____

*** For a Joint Account, All Depositors must sign*

ATTACH VOID CHEQUE OR BANK AUTHORIZATION FORM HERE

PLEASE SEE OTHER SIDE FOR IMPORTANT INFORMATION

(FOR OFFICE USE ONLY)

Date Entered: _____

PLEASE NOTE FOR TAXES:

- Payments will be taken on the 15th day of each month, except when the 15th falls on a weekend or statutory holiday, in which case the payment will be taken on the following business day.
- All new pre-authorized payments or changes and transfers are required to be submitted to the Taxation Department 15 days prior to the next scheduled payment.
- Pre-authorized payments may be cancelled at any time by written notice to the Taxation Department, 15 days prior to the next scheduled payment.
- After two such dishonored payments, the plan may be cancelled by the Taxation Department with the City of Swift Current.
- Payments dishonored as N.S.F. are subject to a \$20.00 service charge.
- After the next tax levy is determined, the remaining monthly payments will be adjusted, if required.
- No discounts will be granted, nor penalties applied, to tax accounts participating in the plan.
- All taxes must be paid in full by **December 31st** to be eligible for this plan.
- Pre-authorized payments will be drawn on Canadian dollar accounts only.
- In the event of a sale of the above noted property, or a change in bank accounts, it is the **property owner's responsibility** to immediately notify the City of Swift Current and arrange for cancellation or transfer on the pre-authorized payment plan.

Fax completed forms to 306-778-2194,
or email taxation@swiftcurrent.ca
For inquiries, please contact Taxation @ 306-778-2703