



TAX INSTALMENT PREPAYMENT PLAN
TIPP APPLICATION

FOLIO # _____ - _____ - _____ - _____

FINANCE, RISK AND SUPPLY CHAIN MANAGEMENT
FINANCIAL SERVICES
REVENUE SERVICES

PERSONAL PRE-AUTHORIZATION DEBIT (PAD) AGREEMENT (Mark ONE Option only)

- OPTION ONE: Up to ten monthly prepayments withdrawn on the first day of each month August through May (Except February) and the greater of prepayment amount, or balance withdrawal, each year on the Advance Tax and Main Tax due dates (There is no withdrawal in June)
OPTION TWO: Balance only withdrawal each year on the Advance Tax and Main Tax due dates

HOME OWNER GRANT ELIGIBILITY (Mark ONE Option only)

PLEASE INDICATE IF A HOME OWNER GRANT WILL BE CLAIMED EACH YEAR BEFORE THE MAIN TAX DUE DATE
NO IF YES, the oldest eligible claimant's 4-digit Year of Birth must be provided here: []

PROPERTY OWNER INFORMATION

OWNER NAME: _____
CIVIC ADDRESS: _____
EMAIL ADDRESS: _____ PHONE: _____

BANK ACCOUNT HOLDER AUTHORIZATION

I/We, the bank account holder(s) authorize the City of Vancouver to deduct monthly prepayments and any outstanding balance on the due dates, OR any outstanding balance on the due dates from my/our bank account for payment of property taxes and agree to all listed terms and conditions.
I/We, the authorized bank account holder(s) have attached a personalized void cheque or a bank stamped pre-authorization debit form.
I/We, the authorized bank account holder(s) have certain recourse rights if any debit does not comply with this agreement, and have the right to receive reimbursement for any debit not authorized or not consistent with this PAD Agreement. I/We may contact my/our financial institution or visit www.cdnpay.ca for more information.

SIGN HERE ->

[Red outlined signature box]

COV OFFICE USE ONLY

PRINT NAME

DATE SIGNED

ADobe / DIGITAL / TYPE FONT SIGNATURES ARE NOT ACCEPTED
[]

TERMS AND CONDITIONS

- 1. All outstanding property taxes must be paid in full prior to submitting an application or admission into the Tax Instalment Prepayment Plan (TIPP).
2. For Option 1: New Applicants must submit authorization at least 30 days prior to the next available monthly prepayment withdrawal date. For Option 2: New Applicants must submit authorization at least 30 days prior to the Advance Tax or Main Tax due date.
3. TIPP will automatically renew each year until 30 days written notice to cancel enrolment is provided by the registered owner or account holder.
4. Each year in August, the City of Vancouver will automatically adjust the monthly prepayment withdrawal amount based on changes in annual taxes. The Main Property Tax Notice issued each year in May will detail any changes to the annual prepayment amount.
5. The City of Vancouver will set the interest rate each year on February 1st and August 1st, and will pay simple interest on property tax (Option 1) monthly prepayments only.
6. If eligible, the registered owner must apply for the home owner grant each year before the Main Tax due date to avoid penalty.
7. Any request to change bank account information, monthly prepayment amount, or home owner grant eligibility must be submitted in writing at least 30 days prior to the next scheduled withdrawal date.
8. You will immediately notify the City of Vancouver in writing to cancel enrolment when the property is sold or ownership is transferred. There will be no refunds on any prepayments. Credits must be adjusted or accounted for between the buyer and seller on the vendor statement of adjustments.
9. The City of Vancouver will charge an administrative fee on any dishonoured payments received from your financial institution.
10. The City of Vancouver will cancel TIPP if your financial institution refuses to honour two consecutive prepayments or balance withdrawals.
11. Delivery of this authorization to the City of Vancouver constitutes delivery to the authorized bank account holder's financial institution.

PRINT, SIGN AND RETURN APPLICATION WITH A PERSONAL VOID CHEQUE OR BANK STAMPED DEBIT AUTHORIZATION FORM

Table with 4 columns: COV OFFICE USE ONLY, AMOUNT, REFERENCE, and an empty column.

How to submit: Drop-off in person at City Hall, Revenue Services
Mail to Revenue Services - PO Box 7747, Vancouver, BC V6B 8R1
Email completed form and VOID cheque to TIPP@Vancouver.ca



Freedom of Information and Protection of Privacy Act Notice: Information collected on this form, or provided with this form, is collected and protected in accordance with the Freedom of Information and Privacy Act and will only be used for the purposes of property tax and utility billing, and TIPP administration.
Questions regarding the collection or use of this information may be directed to the Information Privacy Officer at privacy@Vancouver.ca or (604) 873-7000.