



City of
Richmond

Pre-Authorized Withdrawals (PAWS)

Property Tax and Annual Utilities OR Meter Utilities

Tax Department

6911 No. 3 Road, Richmond, BC V6Y 2C1

www.richmond.ca

Tel: 604-276-4145 Fax: 604-276-4128

Tax Folio: _____

Property Address: _____

Meter Account: _____

Name of Owner / Payer (please circle): _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Home Phone: _____ Work Phone: _____

Please select one or more of the following – MUST ENCLOSE A **VOID** CHEQUE:

Option One: ☐ **Property Tax AND Flat Rate Utilities** **AMOUNT\$** _____
10 monthly prepayments from August 1 to May 1 and balance withdrawal for tax only on due dates. Flat Rate Utilities final payment, if any, need to be made independently by the due date.

Option Two: ☐ **Property Tax Only** (for customers with metered utilities) **AMOUNT\$** _____
10 monthly prepayments from August 1 to May 1, and the final balance withdrawal on tax due dates. (this amount will be noted on your tax bill)

☐ **Metered Utility Only**
4 automatic withdrawals will be made, on the meter utility due, for the balance payable noted on your meter bill.

Please indicate your Home Owner Grant eligibility and provide your birth year:

☐ No Grant (not eligible) ☐ Basic Grant ☐ Senior Grant ☐ Additional Grant

Year of Birth: _____ (of the most senior eligible Property Owner)

Copy needs to be given to Owner for their records: yes ____ no ____

Terms and Conditions

- The monthly payment is an **estimate** only and not a warranty or guarantee of the amount of taxes which will be levied.
- It is the customer's responsibility to pay the final balance of the annual utility bill, if any, by the due date.
- The Home Owner Grant must be claimed by the due date **each year** in order to avoid a penalty charge. Please notify us if your eligibility changes.
- PAWS customers MUST notify the City of Richmond **in writing two weeks prior** to the next withdrawal for any changes or cancellation to the tax PAWS account, and **six weeks prior** for any changes or cancellation to the Meter PAWS account. (If you sell, please cancel immediately.)
- Monthly payments are collected on the 1st day of each month starting in August and ending in May of the following year. Enrolment will automatically continue from year to year.
- The final property tax payment, noted on your annual property tax bill, will be automatically withdrawn from your bank on the due date.
- The final meter payment, noted on your metered utility bill, will be automatically withdrawn from your bank on the due date. (4 different due dates a year.)
- A service charge will be applied to your account for dishonoured payments. After two returned payments, your plan will be cancelled.
- Refunds are not available on the plan, even after the sale of the property. This adjustment must be made through your conveyance.
- The City of Richmond will recalculate the monthly PAWS withdrawal amount according to the latest tax and annual utilities charged each year. Your recalculated amount will be noted on your property tax bill each year.
- Interest will be calculated at the end of each month based on the principal banker to the Province of BC less 2%. This is subject to change quarterly.
- This agreement is valid until terminated by either party.

I/We authorize the City of Richmond to deduct monthly payments and/or the balance due on the property tax and meter utility due dates from my/our financial institution account. I/We agree to the terms and conditions on this form.

Signature: _____ **Date:** _____



City of
Richmond

Request for Change
Pre-Authorized Withdrawals (PAWS)
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Tax Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

www.richmond.ca

Tel: 604-276-4145 Fax: 604-276-4128

Tax Folio: _____

Property Address: _____

Meter Account: _____

I, _____ hereby request to:

☐ **Cancel Plan**

Please select which plan or plans you wish to cancel:

☐ **Property Tax and Flat Rate Utility monthly payments** (this is the only option if you are on a flat rate utility billing)

Indicate what date you would like to cancel – (allow 10 business days before the next withdrawal date)

Date: _____

☐ **Property Tax monthly payments**

Indicate what date you would like to cancel – (allow 10 business days before the next withdrawal date)

Date: _____

☐ **Meter Utility payment due withdrawal**

Indicate what date you would like to cancel – (If you have a current meter utility billing, and would like the payment to be withdrawn, select a cancel date after the due date noted on your bill. If you cancel before the due date, it is your responsibility to make the payment by the due date)

Date: _____

☐ **Change financial institution information**
* MUST attach a VOID cheque

☐ **Change monthly instalment amount**

From: \$ _____ to \$ _____ starting _____

Unless plan is cancelled, I/We authorize the City of Richmond to deduct monthly payments and/or the balance due on the property tax and meter utility due dates from my/our financial institution account.

Signature: _____

Date: _____