

**PROPERTY TAX AND ANNUAL UTILITIES  
PRE-AUTHORIZED PRE-PAYMENT PLAN APPLICATION**

The City of New Westminister allows residents to pre-pay their Property Taxes and Annual Utilities or Annual Utilities only automatically through monthly pre-authorized withdrawals from their bank account for the next year. Property Tax and Annual Utility Pre-Authorized Pre-Payment (PAPP) plan is available to all types of properties.

OWNER INFORMATION	
Owner Name:	Date:
Folio Number:	Utility Account No:
Property Address:	
Mailing Address:	
Email:	Telephone:
Cell:	Other Phone:

PAPP PLAN DETAILS			
<input type="checkbox"/> Property Taxes + Annual Utilities (August - May)		<input type="checkbox"/> Annual Utilities Only (May - Feb)	
<input type="checkbox"/> Recalculate Annually	<input type="checkbox"/> Update monthly amount to \$_____ and Auto Recalculate or Freeze	<input type="checkbox"/> Update Banking Info	<input type="checkbox"/> Cancel PAPP

HOME OWNER GRANT INFORMATION	
Are you eligible to claim a Home Owner Grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Grant:	
<input type="checkbox"/> Basic (Under 65) <input type="checkbox"/> Senior (Over 65) <input type="checkbox"/> Additional	Date of Birth (mm/dd/yyyy):

FINANCIAL INSTITUTION DETAILS		
Financial Institution Name:		
Branch Address:		
Branch Transit No.	Financial Institution No.	Account No.

‘Please attach Banking Information to the PAPP Application Form’

AUTHORIZATION	
I/We, the undersigned, have read and agree to the Terms and Conditions on the reverse page of the Pre-Authorized Pre-Payment Plan (PAPP) application and hereby authorize the City of New Westminister to make PAPP withdrawals from my/our bank account for payment of Property Taxes and Annual Utilities or Annual Utilities only on the 1 <sup>st</sup> day of each month from August 01 to May 01 or May 01 to Feb 01 respectively.	
Account Holder Signature:	Date:
Joint Account Holder Signature (If Applicable):	Date:

*This information is collected by the City of New Westminister under 26 (c) of the Freedom of Information and Protection of Privacy Act and will be used to update all your financial accounts held with the City of New Westminister. Should you have any questions about the collection of this personal information please contact Manager, Collection Services, 511 Royal Ave, 604-527-4646.*

TERMS AND CONDITIONS

**IMPORTANT: It is the resident's responsibility to pay the final balance and apply for the Home Owner Grant by the due date each year in order to avoid late penalty charges.**

- 1: Ten equal pre-authorized withdrawals will occur between Aug 01 to May 01 (Property Taxes and Annual Utilities) or May 01 to Feb 01 (Annual Utilities only). Withdrawals will be processed on the first day of each calendar month. Withdrawal amounts will first be applied to outstanding Property Taxes or Utilities before being considered a prepayment.
- 2: The monthly withdrawal amount is recalculated annually by estimating next year's Property Taxes and Annual Utilities and taking into account the Home Owner Grant, if applicable. You will receive a notification prior to the first withdrawal. The withdrawal amount will be automatically recalculated by the City every year unless a written request is received.
- 3: Simple interest of 3% below the rate of the City's banker's print rate will be paid from the date of the withdrawal.
- 4: Residents must notify the City 10 days prior to the next withdrawal for any changes to the PAPP. Forms are available online at <https://www.newwestcity.ca/services/online-forms/articles/4960.php>
- 5: PAPP withdrawals may be cancelled with 10 days written notice.
- 6: Credits remain with the property. If the property is sold, credits must be adjusted between the vendor and purchaser. Any withdrawals made prior to the 10 day notification deadline will not be refunded.**
- 7: A service charge will be applied to your account for dishonored payments.
- 8: Two consecutive dishonored payments will result in cancellation of the PAPP plan.
- 9: Accounts with arrears or delinquent taxes are subject to interest charges as provided in the Community Charter and/or bylaw authorized thereunder.
- 10: If a credit balance exists on an account on the tax due date, the credit will automatically be applied to reduce next year's monthly withdrawal amount.

## 2019 Property Tax Notices now available online

Property owners can now sign up to receive their annual property tax notices by email and view their notices online through [MyCity](#), the City of New Westminster's secure online system.

Signing up to receive the 2019 Property Tax Notice electronically via email can be done in three simple steps:

1. Create an account on MyCity at [www.newwestcity.ca](http://www.newwestcity.ca) and go to Online Services.
2. Register the property tax account, using the Roll Number and Access Code found on the Property Tax Notice from the previous years. Owners who recently purchased a property or cannot find their Tax Notice can call 604-527-4550 for assistance.
3. Click YES to subscribe for eBilling.

Electronic copies of the property tax notice will be delivered by email in late May.

Property owners choosing to receive their property tax notice by email will no longer receive a paper copy of the notice in the mail. However, notices can always be viewed and printed through their MyCity account. MyCity, available through [www.newwestcity.ca](http://www.newwestcity.ca), is a secure online service that allows home owners and businesses to access information about their City of New Westminster accounts from a computer, tablet or smartphone browser. This includes information regarding the status of business licenses, dog licenses, parking permits, property taxes and utility invoices.