



# City of Coquitlam Property Tax Prepayment Plan Application Form

**Revenue Services**  
3000 Guildford Way, Coquitlam, BC V3B 7N2  
Phone: 604-927-3050 Fax: 604-927-3045  
Email: propertytax@coquitlam.ca

## Part 1 – Customer Information

Applicant Name: \_\_\_\_\_ Folio #: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Coquitlam, B.C. Postal Code: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Grant to be Claimed:  Yes  No Date of Birth: \_\_\_\_\_  
New  Change of Account  Change of Amount  Cancel

## Part 2 – Bank Account Information

**NOTE: For new applications or account changes, attach a void personalized cheque or Preauthorized Debit Form from your bank.**  
Effective the 1<sup>st</sup> of \_\_\_\_\_, 20\_\_\_\_.

Monthly debit amount: \$ \_\_\_\_\_ Re-calculation (amount re-estimated annually)  Fixed amount

**\*\*CURRENT AND PRIOR YEAR PROPERTY TAXES/UTILITIES MUST BE PAID IN FULL PRIOR TO ENROLLING.\*\***

## Part 3 – Authorization

- I/We hereby authorize the City of Coquitlam to debit my/our bank account, as per the attached VOID cheque/ Preauthorized Debit Form, on the 1st of each month, from August to May of each year and do not require advance notice of any withdrawal before it is processed.
- I/We hereby understand that if we chose the re-calculation option that this amount will be re-calculated prior to the August withdrawal to reflect the estimated levy for the following year. The new monthly amount for the following year's taxes, will be communicated to me annually on my property tax notice.
- I/We understand that it is my/our responsibility to provide written notification to the City of Coquitlam Revenue Services Office when there are any changes or cancellation to my/our Prepayment Plan by the 15<sup>th</sup> of the month prior to next scheduled withdrawal. There will be no refund of any payments made prior to issuance of the Tax Notice. The City will continue to pay interest (at the prevailing rate) on the amounts paid prior to cancellation.
- I/We will instruct the City to cancel the Plan if the property is sold and understand that it is my/our responsibility to ensure that the conveyancing lawyer or notary provides me/us with a credit on the Statement of Adjustments, if applicable.
- **I/We have read, understand and agree to the Terms and Conditions (see reverse) and understand that prepayments will not be refunded.**

\_\_\_\_\_  
Signature(s) of Bank Account Holder(s)

\_\_\_\_\_  
Signature of Registered Owner (if different)

\_\_\_\_\_  
Print Name(s)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

Please reverse for Terms and Conditions

**Office Use Only**  
Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Entered/Initials: \_\_\_\_\_



# City of Coquitlam Property Tax Prepayment Plan Terms and Conditions

Please retain a copy for your records.

1. All outstanding Property Taxes, and any related penalties and interest, must be paid prior to enrolling in the plan. Payments in subsequent years will be applied to any outstanding balance first as required under the *Local Government Act*.
2. A completed form together with a void personalized cheque/Preauthorized Debit Form must be attached to this application and returned to the City of Coquitlam by the 15th of the month prior to your start date. There will be no refund of any payments made prior to issuance of the annual Tax Notice.
3. Payments will be collected on the **first day of each month from August to May**. There are no withdrawals in June or July.
4. The monthly payment is an estimate only and not a warranty or guarantee of the amount of taxes which may be levied. Your annual tax notice will indicate the total taxes levied, less the amount prepaid including any interest earned, and the balance owing (or an overpayment on your account) along with the monthly amount to be withdrawn for the following year.
5. Your Prepayment Plan may be cancelled provided written notice is received by the City of Coquitlam Revenue Services Office by the 15<sup>th</sup> of the month prior to next scheduled withdrawal.
6. It is the responsibility of the property owner to **instruct the City to discontinue the Prepayment Plan before the property is sold**. This is important since we will continue to draw payments from your bank account until advised. Any overpayment will be applied to the credit of the new owner. Credits must be adjusted between vendors and purchasers on the Statement of Adjustments.
7. Your Prepayment Plan may be cancelled after two consecutive instalments fail to be honored. Dishonored payments are subject to a declined payment charge. The City may not provide notice of non-payment or cancellation.
8. Simple Interest will be earned at the prime lending rate of the City primary banker, in effect on the last day of the previous month, less 3%.
9. Utility charges are not included in this Plan. Utilities are billed separately. Contact our office at 604-927-3050 for information on our (Residential) Utility Instalment Plan.
10. You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this agreement. To obtain more information on your recourse rights, contact your financial institution.

If eligible, the HOME OWNER GRANT must continue to be claimed by the owner each year. **TO AVOID PENALTIES, CLAIM THE GRANT AND PAY ANY OUTSTANDING BALANCE NOTED ON YOUR TAX NOTICE PRIOR TO THE DUE DATE.**

The personal information collected on this form is collected in accordance with the *Freedom of Information and Protection of Privacy Act*. The City has authority to collect your information for the purposes of administering the City of Coquitlam Property Tax Prepayment Plan Bylaw No.5108, 2021. Should you have any questions or concerns about the collection of your personal information please call Revenue Services, at 604-927-3050.