

CITY OF BURNABY

BYLAW NO. 9889

A BYLAW to authorize receipt of taxes  
before the due date

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as BURNABY TAX PREPAYMENT BYLAW.
2. In this Bylaw:
  - (a) "due date" means the day designated by Council in any year as the last day for payment of taxes before a penalty is added to the unpaid taxes for the current year;
  - (b) "pre-authorized tax payment plan" means a plan for the prepayment of taxes by means of a pre-authorized automatic debit arrangement with the taxpayer's financial institution;
  - (c) "taxes" means property taxes and includes flat rate charges for water and sewer service.
3. The Collector is hereby authorized to receive money for taxes before the due date on the terms set out in this Bylaw.

4. A taxpayer may participate in the City's pre-authorized tax payment plan by completing and signing a copy of the plan substantially in the form contained in Schedule "A" of this Bylaw and depositing it with the Collector.
  
5. Notwithstanding section 4, a taxpayer may make tax prepayments at any time before the due date either by cash payments or by post-dated cheques.
  
6. The Collector is authorized to accept and hold amounts paid as taxes before the due date upon the following terms:
  - (a) to pay simple interest on the daily balance of the amount held on account of prepaid taxes at a rate equivalent to the prime rate paid by the City's principal banker less 2.5 percent,
  - (b) the rate of interest in effect on the first day of May shall be deemed to be in effect until the due date notwithstanding subsequent changes in the prime rate,
  - (c) to apply the interest accumulated on account of prepaid taxes to reduce the amount of taxes owing on the property in respect of which prepayments were made,
  - (d) the amount accepted as prepaid taxes shall not exceed the taxes levied for the previous year on the property, and no payment less than \$10.00 shall be accepted,
  - (e) any payment will be applied first to outstanding taxes,
  - (f) no interest will be paid on prepaid taxes received in the period after the first day of May until the due date.

7. A taxpayer may withdraw from the pre-authorized tax payment plan at any time, but amounts received as prepaid taxes, whether under the pre-authorized tax payment plan or otherwise, shall not be refunded.

Read a first time this 17<sup>th</sup> day of MAY 1993

Read a second time this 17<sup>th</sup> day of MAY 1993

Read a third time this 17<sup>th</sup> day of MAY 1993

RECONSIDERED AND ADOPTED THIS 25<sup>th</sup> day MAY 1993



MAYOR



DEPUTY CITY CLERK

# Schedule "A"



## Pre-Authorized Tax Payment Plan

The undersigned hereby authorize the City of Burnaby to draw monthly payments from my/our account for the prepayment of taxes on the first of each month from August to May.

MONTHLY PAYMENT: \_\_\_\_\_ \$ \_\_\_\_\_  
[amount (E) from calculation sheet]

PROPERTY ADDRESS: \_\_\_\_\_ ROLL NUMBER: \_\_\_\_\_

TAXPAYER'S NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS (if different than above): \_\_\_\_\_

FINANCIAL INSTITUTION: \_\_\_\_\_

**Please attach a blank cheque marked "VOID" to this form.** For joint accounts, all depositors must sign if more than one signature is required on cheques issued against the account.

SIGNATURE(S): \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_

Detach the form and return to the Burnaby Tax Office, 4949 Canada Way, Burnaby B.C., V5G 1M2

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### Terms and Conditions

1. Simple interest based on the prime rate of the City's principal banker less 2.5% will be paid on prepayments from the date of payment.
  2. The 10 payments on the monthly plan will be processed on the first day of each calendar month from August to May.
  3. Maximum prepayments are based on the previous year's taxes.
  4. The tax statement mailed in May of each year will show **total taxes, amount prepaid** (including interest) and the **balance owing** (calculated on the basis that the May 1st payment is met).
  5. TO AVOID PENALTY the owner must still apply for the Home Owner Grant (if eligible) and pay the balance of taxes by the due date.
- AUTOMATIC RENEWAL**
6. The Pre-Authorized Tax Payment Plan is in effect until terminated in writing by either the taxpayer or the City. The City will mail a statement in June each year showing the maximum monthly payment which will be deducted unless the taxpayer instructs that a lesser amount be deducted.
  7. Prepayments will be applied first to any outstanding taxes.
  8. Flat rate water and sewer charges will be paid on their due date.
  9. The taxpayer may cancel this Agreement at any time but there will be no refund of any prepayments made prior to the cancellation. The City will continue to pay interest on any amounts paid.
  10. The Pre-Authorized Tax Payment Plan will be terminated if two consecutive payments are not honoured by the taxpayer's financial institution.
  11. **IMPORTANT:** It is the responsibility of the taxpayer to instruct the City to discontinue the Prepayment Plan when the property is sold.

(Please retain these terms and conditions for your records)

## CONDITIONS

- . Simple interest based on the prime rate of the City's principal banker less 2.5% will be paid on prepayments from the date of payment.
- . The 10 payments will be processed on the first day of each calendar month except June and July.
- . Maximum monthly payments are based on an ESTIMATE only.
- . The tax statement that is mailed in May of every year will indicate the total taxes, the amount prepaid with accrued interest and the balance owing. The balance owing will be due on the day taxes are due and will be calculated on the basis that the May 1st payment will be met.
- . TO AVOID PENALTY the owner must still apply for the Home Owner Grant (if eligible) and pay the balance of taxes by the due date. Participation in the tax prepayment plan is NOT a substitute for claiming the grant.
- . This agreement is in effect until terminated, in writing, by either the taxpayer or the City. The amount of the monthly payment in each year will be agreed by both parties in a statement mailed in June of each year to the taxpayer showing the monthly payment estimated for the next year.
- . Payments will be applied firstly to any outstanding taxes.
- . Flat rate water and/or sewer charges will be paid on their due date.
- . The taxpayer may, in writing, cancel this agreement at any time but there will be no refund of any payment made prior to the cancellation and the City will continue to pay interest on any amounts paid.
- . The Pre-Authorized Payment Plan will be terminated if two consecutive payments fail to be honoured by the taxpayer's financial institution.
- . IMPORTANT: It is the responsibility of the taxpayer to inform the City, in writing, if the property is sold so that we can cancel the deductions and to discontinue the pre-authorized payment service at his or her financial institution.