



**THE CORPORATION OF THE DISTRICT OF OAK BAY  
PRE-AUTHORIZED PAYMENT APPLICATION FORM**

**REGISTERED OWNER(S):** \_\_\_\_\_

**Folio #:** \_\_\_\_\_

**CIVIC ADDRESS:** \_\_\_\_\_

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

**BANK / CREDIT UNION:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

(NAME OF FINANCIAL INSTITUTION)

**Effective Date:** \_\_\_\_\_

**Branch Address:** \_\_\_\_\_

**Branch # (5 digits)** \_\_\_\_\_

**Bank # (3 digits)** \_\_\_\_\_

**Account # (12 digits max.)** \_\_\_\_\_

**Chequing**

**Chequing/Savings**

Amount of monthly withdrawal from your bank account \$ \_\_\_\_\_ for the months of August, or months following application, to May.

Please Select One:

This amount is to be fixed

This amount is to be adjusted each year to the amount shown on the property tax notice.

I authorize The District of Oak Bay to debit my/our account indicated above on or after the 1<sup>st</sup> day of each month for the months of August to May. All payments are to be made to the District of Oak Bay. Your treatment of each payment shall be the same as if I/we have personally directed you to pay as indicated and charge the amount specified to the account of the signatory. For a joint account all depositors must sign if more than one signature is required on cheques issued against the account for verification purposes. This authorization may be cancelled any time upon 15 days' written notice. Any delivery of this authorization to you constitutes delivery by the signatory.

**I HAVE READ AND UNDERSTAND THE TERMS OF  
THIS PREPAYMENT PLAN: SIGNATURE(S):** \_\_\_\_\_

**PLEASE SEE REVERSE FOR IMPORTANT NOTES**



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### IMPORTANT NOTES:

- Please enclose one of your cheques, marked VOID.
- Property owners meeting the eligibility requirements for the Home Owner Grant must sign and complete the application form at the bottom of the tax notice and return it to the District of Oak Bay by the due date. Home Owner Grant amounts, if unclaimed, will be included in any outstanding balance and have a penalty applied after the due date.
- The current charge for dishonoured payments will apply. Two or more dishonoured payments may result in the removal of taxpayer(s) from the pre-authorized payment plan.
- The monthly payment is an estimate only and not a warranty or guarantee of the amount of taxes which will be levied.