



Revenue Branch  
 1435 Water Street  
 Kelowna, BC V1Y 1J4  
 250 469-8757  
[kelowna.ca/propertytax](http://kelowna.ca/propertytax)

# Pre-Authorized Withdrawal System<sup>PAWS</sup> Application Form

**All outstanding property taxes must be PAID IN FULL prior to joining the plan.**

Please print clearly. Do not complete if you are currently enrolled.

First Name:		Last Name:	
Property Address:		Start Date: _____ YEAR MONTH DAY	
Folio Number:		Email:	
Home Phone:	Work Phone:	Cell Phone:	

## ELIGIBILITY FOR HOME OWNER GRANT

**Check One**     A. Not Eligible     B. Regular     C. Additional

## PREPAY NEXT YEAR'S TAXES

Each payment shall be treated as if the City of Kelowna had received a cheque for payment. The amount is subject to change each year and will be withdrawn monthly from **July 10 to May 10**. Your tax notice will indicate the amount of your new payment for the next tax year. The minimum withdrawal amount is \$10.00.

To estimate your monthly withdrawal amount, you may use the formula below:

		Last Year's Gross Taxes
	LESS:	Home Owner Grant Claimed
	EQUALS:	Net Taxes
Net Taxes ÷ Number of Months		Estimated Monthly Withdrawal

**Please read and initial below, and enclose one of your cheques marked "VOID" or a Pre-Authorized Debit form.**

\_\_\_\_\_  
 Initial I/we acknowledge that all outstanding taxes have been/will be paid by the due date and that my/our enrolment in the Pre-Authorized Withdrawal System (PAWS) applies to next year's taxes.

\_\_\_\_\_  
 Initial I/we authorize the City of Kelowna to debit my/our account on or after the **10th of each month from July to May inclusive** each year until written or electronic notice is provided to the Revenue Branch. Each debit shall be treated as if I/we had personally directed payment and authorized the charge to the account identified above. This authorization may be cancelled at any time by notifying the Revenue Branch.

\_\_\_\_\_  
 Initial I/we understand that **no withdrawal is taken in June**. I/we must make the final payment and, if eligible, claim the Home Owner Grant by the tax due date to avoid penalties.

\_\_\_\_\_  
 Initial I/we understand that the current fee for dishonoured payments will apply. Repeated dishonoured payments may result in removal from PAWS.

\_\_\_\_\_  
 Initial I/we understand that it is my/our responsibility to notify the Revenue Branch, in writing or electronically, of any changes to my/our PAWS account or to cancel enrolment. Overpayments remain on the property tax account and will be applied to the following year's property taxes. If a refund of an overpayment is requested, it is subject to a \$70.00 service fee.

\_\_\_\_\_  
 Initial I/we understand that if the property is sold, I/we or my/our lawyer **must terminate PAWS** by providing written or electronic notice to the Revenue Branch on or before the first day of the month to stop the withdrawal scheduled for the 10th. The sale of the property does **not** automatically stop PAWS withdrawals. All prepayments remain on the property tax account and should be adjusted through the lawyer's statement of adjustments. If a refund of overpayment is requested, a \$70.00 service fee will apply.

\_\_\_\_\_  
 Initial I/we agree that ALL persons required to sign on the Financial Institution Account have signed this Authorization Form.  
**I/WE HAVE READ AND UNDERSTAND THE TERMS OF THE PRE-AUTHORIZED WITHDRAWAL SYSTEM**

\_\_\_\_\_  
 SIGNATURE OF SIGNING AUTHORITY

Date: \_\_\_\_\_  
 YEAR MONTH DAY

\_\_\_\_\_  
 SIGNATURE OF SIGNING AUTHORITY

Date: \_\_\_\_\_  
 YEAR MONTH DAY

# Pre-Authorized Withdrawal System<sup>PAWS</sup>

The City of Kelowna offers a plan for you to prepay next year's property taxes in installments by automatic monthly withdrawal from your bank account.

## How PAWS works

All outstanding property taxes must be paid in full prior to joining the plan.

Monthly payments will be withdrawn from your bank account on the 10<sup>th</sup> day of each month starting in July and ending in May. No withdrawal is taken from your bank account in June.

Your monthly payment amount is an estimate based on 1/12 of your last year's net tax payable. The amount of your regular monthly payment for the year will be included on your annual tax notice. The prepayments for the year will begin on July 10.

## Interest earned

Interest is earned on the payments applied to your property taxes each month starting July 10. This interest is credited to your property tax account. Simple interest will be paid on your prepayments at the Royal Bank prime rate less three per cent (minimum 0.4 per cent). Interest is considered a tax discount by Canada Revenue Agency and is tax free.

## Final Payment

You are responsible to make the final payment and, if eligible, claim the Home Owner Grant on time to avoid penalties. Your annual tax notice issued by end of May each year, will show your current year's taxes less the total prepayments and interest earned.

How to make your final payment:

- ▶ Online through your financial institution
- ▶ By mail to  
Revenue Branch, City Hall  
1435 Water Street, Kelowna, BC V1Y 1J4
- ▶ Drop box at City Hall Water Street front entrance or Doyle Ave parking lot exit

## Sign-up today:

- ▶ Complete application form on the reverse
- ▶ Attach VOID cheque or pre-authorized debit form
- ▶ Forward your application:
  - ▶ Email to [revenue@kelowna.ca](mailto:revenue@kelowna.ca)
  - ▶ Fax 250-862-3391
  - ▶ Mail to the Revenue Branch at City Hall or use drop box at front entrance

Enrolled already? No need to reapply.

## Changes to your PAWS account?

Contact the Revenue Branch by the first of the month if you are:

- ▶ Cancelling your participation in PAWS
- ▶ Selling your property
- ▶ Changing bank information



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# Prepay your Property Taxes

