



Revenue Branch  
1435 Water Street  
Kelowna, BC V1Y 1J4  
250 469-8757  
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. Under 65     C. 65+ and other    Year of Birth \_\_\_\_\_

## 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 The amount is subject to change each year and will be withdrawn monthly from July 10 to May 10.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. This monthly payment will be calculated as follows:

	Last Year's Gross Taxes:	\$ _____	
LESS:	Home Owner Grant Claimed:	\$ _____	<b>Claim Grant by Tax Due Date</b>
EQUALS:	Net Taxes:	\$ _____ / _____ = \$ _____	# of Months      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 enrolment in the pre-authorized withdrawal system will apply 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 I/we advise otherwise. Your treatment of each payment shall be the same as if I/we had personally directed you to pay as indicated and to charge the amount specified to the account of the above signed. This authorization may be cancelled upon notifying the Revenue Branch.

\_\_\_\_\_  
Initial I/we understand that there is no withdrawal taken from my/our bank account in the month of June. I/we have to make the final payment and, if eligible, claim the Home Owner Grant on time to avoid penalties.

\_\_\_\_\_  
Initial I/we understand that the current charge for dishonoured payments will apply. Subsequent dishonoured payments may result in my/our removal from PAWS.

\_\_\_\_\_  
Initial I/we understand that it is my/our responsibility to provide written or electronic notification to the Revenue Branch when there are changes to my/our PAWS account or when cancelling enrolment in PAWS. There are no refunds under this plan; overpayments will be applied to next year's taxes.

\_\_\_\_\_  
Initial I/we understand that in the event we sell my/our property, I/we or my/our lawyer MUST terminate PAWS by providing written or electronic authorization to the Revenue Branch, on or before the first of the month, in order to stop the withdrawal on the 10th. The sale of the property does not automatically stop the PAWS payments. All prepayments remain on the property tax account and should be adjusted through the lawyer's statement of adjustments; otherwise a refund of overpayment can be requested which is subject to a \$25.00 service charge.

\_\_\_\_\_  
Initial I/we agree that ALL persons whose signatures are required to sign on the Financial Institution Account have signed the Authorization Form.  
**I 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

OFFICE USE:

Taken By	
Entered By	
Taxes	
Mort. Code	

## APPLY

Forward your application to: Revenue Branch, City Hall, 1435 Water Street, Kelowna, BC V1Y 1J4, fax 250 862-3391 or email revenue@kelowna.ca.

# 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



Revenue Branch 1435 Water  
Street Kelowna, BC V1Y 1J4  
Tel 250 469-8757 (option 3)  
Fax 250 862-3391

[revenue@kelowna.ca](mailto:revenue@kelowna.ca)  
[kelowna.ca/propertytax](http://kelowna.ca/propertytax)



# Prepay your Property Taxes



[kelowna.ca/propertytax](http://kelowna.ca/propertytax)