

PRE-AUTHORIZED WITHDRAWAL SERVICE (PAWS)

The convenient way to pay your property taxes and/or utility fees

What is PAWS?

PAWS is a prepayment plan which allows property owners to make fixed monthly payment towards their property taxes and/or utilities based on an estimate of future invoice amounts.

Why use PAWS?

- It may be difficult to make a single large tax or utility payment. It is often easier to budget for monthly prepayment amounts. PAWS is used to **prepay** future tax and/or utility charges.
- PAWS accounts receive interest calculated from the date of payment until the tax notice/utility bill is produced, based on the daily prepaid balance at an interest rate 2.50 percentage points less than the prime lending rate at the City's bank.

How does PAWS work?

- One authorization is all that is required; after which monthly payments will be withdrawn automatically. Payments are processed on the 15th of each month with the exception being that no payments are processed in the month of June.
- You may request that your tax payments (not utilities) remain at a fixed amount from year to year, otherwise all payments are recalculated once a year (end of March for utilities and end of May for taxes) and the new payment amount is printed on the respective tax or utility notice.

- The annual tax notices, and semi-annual utility notices, will state the current levy less the total prepayments to date including interest earned. It is your responsibility to **pay any outstanding balance** on your tax account and, if you are eligible, **apply for the Provincial Home Owner Grant**. Due dates, interest charges and tax penalties, as stated on the tax notice, will still apply.
- Utility accounts recalculate and incorporate outstanding amounts, therefore amounts owing need not be paid.
- PAWS can be stopped by issuing **two weeks written notice** to the City Finance Department.

You can use PAWS if:

- Your taxes are not being paid through your bank or mortgage company.
- You do not have an outstanding balance.

How to apply for PAWS

Complete and sign the PAWS application form and forward it to City Hall along with a sample VOID cheque. At that time, we will advise you of the instalment amounts for your tax and/or utility accounts.

More information about PAWS

- If your bank account changes, please provide a new VOID cheque, at least two weeks before the next payment date, to the City Finance Department.
- If your property is sold, submit written cancellation notice, at least two weeks before the next payment date, to the City Finance Department.
- PAWS payments are non-refundable except when the property is being sold and the purchaser is unable to pay for the prepayments OR when the property has sold and the vendor has failed to notify the City to cancel the PAWS payments for that property.
- If you sell your property, a Tax Certificate is available to your solicitor or notary showing the total prepayments made to date. They will take this information into account when making the final adjustment to the sales transaction.
- As a result, a refund is not usually required. If a refund is requested, a \$25 service fee will be deducted from the amount reimbursed.
- Forms for PAWS application, changes and cancellation are available at the City Finance Department or on our website.
- If a payment is not honoured by your financial institution, a returned payment fee will apply and the City has the option to cancel your participation in PAWS.

Other Payment Options

- **Tax and Utility Payments and Prepayments**
We accept tax and utility payments and prepayments at any time by cheque, post-dated cheque, cash, debit card, telephone banking or online banking.
- **Property Tax Deferral Program**
The Property Tax Deferral Program is a provincial government program that allows you to defer payment of annual property taxes if you are 55 years of age or older, and/or meet certain other conditions. Application forms are available at the City Finance Department. PAWS participants who decide to defer their taxes will need to cancel their PAWS for taxes.

PLEASE ATTACH A VOID CHEQUE

Return your completed application to:

FINANCE DEPARTMENT
City of Parksville
100 Jensen Avenue East, P O Box 1390, Parksville V9P 2H3
Phone 250 248-6144 | Fax 250 954-4685