

1 ACCOUNT INFORMATION

Account	Property Address	
First Name (Please Print)	Last Name (Please Print)	Contact Telephone Number(s)
First Name (Please Print)	Last Name (Please Print)	Contact Telephone Number(s)

2 REQUESTED CHANGE

CANCELLATION

☐ I would like to cancel my Property Tax Monthly Payment Plan.

Effective: _____

Any outstanding property taxes must be paid within 30 days of the cancellation date to avoid penalties.

CHANGE OF BANKING INFORMATION

☐ I would like to request a change to my banking information.

Effective: _____

I am including a:

- ☐ Void Cheque
- ☐ Preauthorization Form from my Financial Institution

Ensure the City receives your cancellation or change of banking information at least two weeks prior to the next installment date.

4 SIGNATURE

Signature	Date
Signature	Date

Signators of a corporation are required to provide a corporate search and may need to provide an affidavit of execution indicating their authority to sign on behalf of the corporation, with this form.

WHAT IF ...

I want to **update my banking information**. Submit the "Property Tax Monthly Payment Plan Information Change Request" form at least two weeks prior to the next scheduled withdrawal. The form is available in the "Forms" section at edmonton.ca/taxes.

I need to **change my mailing address**. Submit the "Change of Mailing Address Request" to the City. The form is available in the "Forms" section at edmonton.ca/taxes.

My **enrolment is cancelled**. Your enrolment in the property tax monthly payment plan will be cancelled:

- within two weeks of the City receiving a written request,
- if the property is sold (upon receiving notification of a title change from Alberta Land Titles) or
- if two payments are not honoured by your bank.

BEFORE YOU SUBMIT THIS REQUEST:

1. Complete the applicant information.
2. Choose either Cancellation or Change of Banking Information.
3. Indicate the effective date of the change.
4. Sign the form.

WHERE DO I SEND MY COMPLETED REQUEST?

You can submit your completed, signed form and banking information by:

EMAIL

monthlypaymentplan@edmonton.ca

FAX

780-496-8896

MAIL

Customer Service Centre
Main Floor, Chancery Hall
3 Sir Winston Churchill Square
Edmonton, AB T5J 2C3

QUESTIONS? Visit edmonton.ca/taxes • email taxes@edmonton.ca • call 311 (780-442-5311)



This personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act R.S.A. 2000, c.F-25, s.33(c) and will be used to process your application. It is protected by the privacy provisions of the Act. If you have any questions about the collection of this information, contact 311 (or 780-442-5311 if outside of Edmonton).