



## 1 Account

If the change applies to multiple accounts, including parking stalls, please list all the account numbers or attach a detailed listing to the form.

Account
Property Address

## 2 Change

I would like to:

**Change my banking information**

Effective: \_\_\_\_\_

I am including a:

- Void Cheque
- Preauthorization Form from my Financial Institution

**Cancel my enrolment in the Property Tax Monthly Payment Plan.**

Effective: \_\_\_\_\_

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

**!** Requests must be received by the 15th of the month to cancel or change banking information for the next month's withdrawal date. The next autowithdrawal will proceed, as regularly scheduled, if the request is received after the 15th of the month.

## 3 Payer Information

By completing this form and providing my bank account information, I confirm to be the bank account holder, or an authorized signatory for the account and authorize The City of Edmonton and its financial institution to withdraw the monthly tax instalment payment on the first business day of each month. If you are paying property taxes on behalf of the property owner, you must complete a letter of authorization, available in the Forms section on [edmonton.ca/taxes](http://edmonton.ca/taxes). I agree to the terms and conditions of the payment plan outlined on the back of this form.

Name (Please print)	Phone
Email Address	Date

Name (Please print)	Phone
Email Address	Date

## WHAT IF ...

**I need to change my mailing address.** Most mailing addresses can be updated by contacting Alberta Land Titles, or visiting [alberta.ca/land-titles](http://alberta.ca/land-titles). Address changes for manufactured homes, properties leased from government departments and business improvement area accounts can be made by emailing [accountmaintenance@edmonton.ca](mailto:accountmaintenance@edmonton.ca).

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

- Within 2 weeks of receiving a written request; or
- If the initial payment or payments equaling two or more instalments 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.

## WHERE DO I SEND MY COMPLETED REQUEST?

You can submit your completed form and banking information by:

### EMAIL

[monthypaymentchanges@edmonton.ca](mailto:monthypaymentchanges@edmonton.ca)

### MAIL

P.O. Box 1935 Station Main  
Edmonton, AB T5J 2P3

## TERMS AND CONDITIONS

By completing and returning this application form with the required banking information, you are agreeing that:

1. The City of Edmonton has the right to cancel participation in the plan without notice if the initial payment or payments equaling two or more instalments are not honoured by the participant's bank. Unpaid taxes as of the date of termination of the plan will be subject to penalties as outlined in the Tax Penalty, Interest and Monthly Payment bylaw.
2. It is the responsibility of the participant to notify the City of Edmonton of any changes to the bank account information or cancellation from the plan for the upcoming month, no later than the 15th of the current month. Any changes or cancellations received after the 15th will be processed for the following month.
3. The Monthly Payment Plan may be cancelled upon receiving a title change from the Alberta Land Titles Office.
4. There may be changes in the amount of the monthly payment each year as a result of the City's annual tax levy. Notification of any changes will be detailed on the tax notice. The participant will be given a 10-day notice before payment amounts are increased for any other reason.
5. Your monthly withdrawal amount may be adjusted if an amended or supplementary tax is applied to your account, or if bylaw, other charges or credit adjustments are processed during the year.
6. It is the responsibility of the participant to be aware of the most current terms and conditions of the Monthly Payment Plan available on the City of Edmonton website.
7. You have certain recourse rights if any debit does not comply with this Agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this Agreement. To obtain more information, on your recourse rights, contact your financial institution or visit [cdnpay.ca](http://cdnpay.ca).

**QUESTIONS?** Visit [edmonton.ca/taxes](http://edmonton.ca/taxes) • email [MonthlyPaymentPlan@edmonton.ca](mailto:MonthlyPaymentPlan@edmonton.ca) • call 311 (780-442-5311)