

**Property Tax Monthly Payment Plan
Information Change Request
Assessment and Taxation**



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, incumbency certificate or affidavit of execution, indicating their authority to sign on behalf of the corporation, with this form.

WHAT IF ...

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

MAIL

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

IN PERSON

Edmonton Service Centre
2nd Floor, Edmonton Tower
10111 104 Avenue

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