Property Tax Monthly Payment Plan
Information Change Request
Assessment and Taxation

1 Account Information

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

<table>
<thead>
<tr>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Address</td>
</tr>
<tr>
<td>First Name (Please Print)</td>
</tr>
<tr>
<td>First Name (Please Print)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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<td>Date</td>
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</table>

Signators of a corporation are required to provide a corporate search, incumbancy 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. Most mailing addresses can be updated by contacting Alberta Land Titles, or visiting 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.

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 payments equaling two or more installments 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

INPERSON

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

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