

# PROPERTY TAX

## PRE-AUTHORIZED PAYMENT PLAN CHANGE FORM

FOLIO # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REQUESTED BY \_\_\_\_\_ DAYTIME PHONE NUMBER \_\_\_\_\_

DATE THAT CHANGE WILL BE EFFECTIVE \* \_\_\_\_\_

*\*Please note information should be given at least fourteen days prior to an installment date to be effective for that installment.*

CHANGE OF BANKING INFORMATION (ATTACH VOID CHEQUE)

CHANGE OF MONTHLY WITHDRAWAL AMOUNT FROM: \$ \_\_\_\_\_ TO: \$ \_\_\_\_\_

ADDITIONAL PROPERTY TO BE ADDED

FOLIO # \_\_\_\_\_ MONTHLY AMOUNT \$ \_\_\_\_\_

### AUTHORIZED

SIGNATURE: \_\_\_\_\_

CANCEL PREPAYMENTS: \_\_\_\_\_

AUTHORIZED SIGNATURE

**PREPAYMENT CREDIT BALANCES WILL NOT BE REFUNDED. IF THE PROPERTY IS SOLD THE CREDIT SHOULD BE INCLUDED IN THE STATEMENT OF ADJUSTMENTS AT TIME OF SALE.**

### Office Use Only

Received by:            COUNTER            PHONE            MAIL            EMAIL            FAX

Change entered \_\_\_\_\_ Date \_\_\_\_\_

ATTACH COPY OF LETTER OR EMAIL TO CHANGE FORM

FOLIO#----- CHANGE AMOUNT-----