



THE CORPORATION OF THE
CITY OF FERNIE

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PRE-AUTHORIZED PAYMENT CANCELLATION FORM

It is the responsibility of the property owner to notify the City of Fernie of the cancellation of pre-authorized monthly payments. Once pre-authorized payments have commenced, the payments cannot be changed or cancelled without proper authorization from the property owner, legal representative of the property owner or the financial institution from which the prepayments are being withdrawn. To authorize cancellation of the payment this form must be completed, signed and returned to the City of Fernie. The cancellation form must be received by the first day of the month in which the payments are to cease.

Any pre-authorized payments received will remain as a credit on that property tax account. If a change in ownership occurs it is the responsibility of the property owner to ensure that the conveyancing lawyer or notary provides a full credit on the statement of adjustments for any credit balance resulting from pre-authorized payments.

NAME OF PROPERTY OWNER: _____

CIVIC ADDRESS OF PROPERTY: _____

ROLL NUMBER: _____

UTILITY ACCOUNT NUMBER: _____

AUTHORIZING SIGNATURE: _____ DATE: _____

The Cancellation Form must be received by the first day of the month in which the payments are to cease.