



**2026 PROPERTY TAX**  
**PRE-AUTHORIZED PAYMENT PLAN (PAPP)**  
**\*\* 10 INSTALLMENTS AUG 10 TO MAY 10 \*\***  
**RENEWAL/CHANGE FORM**

(please return this form by email to [finance@highlands.ca](mailto:finance@highlands.ca)  
or to our office dropbox at 1980 Millstream Rd.)

**FOLIO/ROLL #** \_\_\_\_\_

**CIVIC ADDRESS:** \_\_\_\_\_

**REQUESTED BY (PRINT)** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

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

*\*Please note the District requires 7 business days prior to an installment date to be effective for that installment.*

☐ CHANGE OF MONTHLY WITHDRAWAL AMOUNT TO \$ \_\_\_\_\_

☐ CHANGE OF BANKING INFORMATION (ATTACH VOID CHEQUE)

☐ ADDITIONAL PROPERTY TO BE ADDED/ FOLIO # \_\_\_\_\_

MONTHLY AMOUNT \$ \_\_\_\_\_

☐ CANCELLATION OF PREPAYMENTS

**AUTHORIZED  
SIGNATURE:** \_\_\_\_\_

**AS AGREED. 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**

Date Received \_\_\_\_\_ Initials \_\_\_\_\_

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

**ATTACH COPY OF LETTER OR EMAIL TO CHANGE FORM**

**FOLIO #** \_\_\_\_\_ **CHANGE AMOUNT** \_\_\_\_\_

The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of this form and for no other purpose unless its release is authorized by its owner or is compelled by a Court or an agent duly authorized under another enactment. Further information may be obtained by speaking with the Corporate Officer at 250-474-1773 or at the District Office located at 1980 Millstream Road, Victoria BC.



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