



Request For Changes(s) Pre-Authorized Tax/Water Utility Accounts

Property Roll No./Water Customer and Account No. _____

Service Address _____

Language preference:

Daytime Phone Number _____

English

French

Requirements to process

- 30 days' written notice required (from date of receipt) or 9 days' notice via myservice.ottawa.ca.
- Names on void cheque and ownership must match (as per Payment Canada: if void cheque is from a third party, we require a Letter of Undertaking from financial institution)
- If acting as a power of attorney (POA) or executor to an Estate, Revenue Branch requires POA documents or death certificate and a copy of Will (naming executor) in order to process the request; if documents have already been provided they do not need to be resubmitted

Select Reason

- Change preauthorized banking information. Please include a void cheque or PAD agreement (line of credit accounts cannot be used)
- Delete Preauthorized Debit Plan

Effective date _____

Signature of owner _____

_____ Date

Print Name _____

Please return this form to the address listed below

Phone: 613-580-2444
(Calls may be recorded)

TTY: 613-580-2401

Fax: 613-580-2457

Mail: City of Ottawa, 100 Constellation Drive, 4th Floor East,
Ottawa ON K2G 6J8

E-mail: revenue@ottawa.ca

Website: ottawa.ca/taxes