



Finance Department  
100 Jensen Avenue East  
PO Box 1390, Parksville, BC V9P 2H3  
Telephone: 250 248-6144 Fax: 250 954-4685  
[www.parksville.ca](http://www.parksville.ca)

Dear Sir or Madam:

Subject: **Cancellation of Tax / Utility Instalment Payment Service (TIPS)**

**Property Roll Number** \_\_\_\_\_

**Utility Account Number** \_\_\_\_\_

**Payor's Name(s) (please print)** \_\_\_\_\_

Please accept this letter as notice to cancel our preauthorized debits for TIPS payments for the property located at

\_\_\_\_\_ (Street address) effective immediately. I/We acknowledge that this cancellation does not terminate any other obligation that I/we may have with the City of Parksville.

Yours truly,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)