

Piers Island Improvement District
Tax Notice, Electronic Delivery
Opt-In Request and Agreement Form

Read the entire form carefully before completing and submitting:

British Columbia statutes require the delivery to each Piers Island registered property owner of official tax assessment notices assessed and prepared by Piers Island Improvement District (PIID). The presumptive and default method of delivery is via regular mail.

British Columbia statutes authorize the PIID to provide the official tax notices via email to Piers Island property owners in certain circumstances.

To enable the PIID to efficiently and electronically deliver any official tax notices to registered owners, Section 715 of the *Local Government Act* and the *Electronic Transactions Act*, and the , permit property owners to request and agree to email delivery.

To request and agree to email delivery of all official tax notices from PIID, a registered property owner must complete this form, sign it, and return it to PIID.

Note: If a registered owner chooses not to complete and return this form to the PIID, the default delivery method of regular mail to that registered owner will continue.

I _____, (registered property owner's name as shown on title)

registered owner of property number _____ on McKenzie Crescent, Piers Island, British Columbia, request to opt out of regular mail delivery, and I request to opt in to receiving all official tax assessment notices electronically via email. I am providing an email address that is suitable for official PIID business with me, including delivery of an electronic tax notice.

I request the PIID to electronically deliver all future official tax assessment notices to me at this email address _____.

(I have double checked the email address for accuracy and legibility and confirm it – initials: _____)

I understand that the PIID may rely on this document, and, in lieu of mail, the PIID may email all future official tax notices to the email address shown above. After I submit this form, I may no longer receive official tax notices from the PIID via mail. I understand this may continue until such time as the PIID or I cancel this opt in agreement or until I provide a different email address to PIID.

I agree that the PIID emailing an official tax notice to me at the email address set out above constitutes PIID's reasonable effort at delivery of the notice to me, effective as of the date that the PIID emailed the notice.

I understand that not paying annual tax assessments from the PIID can carry significant and permanent consequences, including penalties, interest, liens, and disposition of the property via

tax sale. I will regularly monitor the above email address to insure that I receive tax notices from PIID. I will promptly notify the PIID of any errors or irregularities arising from the absence or receipt of any electronically delivered tax notices that may affect my ability to pay any assessment.

Important:

This opt in agreement is personal to each registered owner, and it is not transferable to any other person. It is the responsibility of the property owner to update the PIID with any changes to property ownership and email addresses, and to monitor their 'junk' or 'spam' folders. The PIID will not search for other email addresses to use for an owner.

Registered property owners can update their delivery method of tax notices at any time by written notification the PIID. To request or update electronic delivery, this form must be completed and submitted. To revert to regular mail delivery, written notification must be provided to finance@piersisland.ca, or by mail to Piers Island Improvement District, P.O. Box Stn. Main, Sidney, BC, V8L 3S8. The PIID will presume the property owner's ongoing consent to electronic delivery in lieu of mail unless written notice of revoked consent has been received by PIID as set out herein.

Information obtained by the PIID through the use of this voluntary form is being collected and may be used or disclosed for preparation and delivery of electronic tax notices; and is being collected and may also be used or disclosed for: PIID official communication with the property owner concerning a tax notice; PIID seeking legal advice; or PIID enforcement steps under the *Local Government Act* or other law concerning the identified property, including liens, court actions, or tax sales; and any other acts consistent with these stated uses of the information. By completing and submitting this form, the property owner is consenting to the collection, use, and disclosure of the personal information in this form, as described in this form or allowed by law, effective as of the date the form is signed, with no expiry. If the property owner has questions or concerns about the collection of personal information, they may contact finance@piersisland.ca.

This form only applies to the registered property owners when tax notices are prepared and sent. If there is/are any new registered owner(s) for the property noted above, then the new registered owner must complete a new agreement to opt in to electronic delivery of official tax assessment notices in electronic format.

The PIID intends to use email delivery of tax notices to every owner that completes and submits this form. However, this form is only the property owner's authorization; it does not require, the PIID to email tax notices to the registered property owner. The PIID may choose, in its sole discretion, and at any time and without notice to the owner, to mail official tax notices to registered property owners to the mailing address of record for the owner.

I request the PIID to email all future official tax notices to me, and I agree to accept delivery via email of electronic tax notices from PIID, as set out above.

Dated: _____
(DD / MM / YYYY)

Signature