



Township of Perth East

Pre-Authorized Payment Plan

Pre-Authorized Debit (PAD) Agreement

Benefits of Pre-Authorization Plan: Easier on your budget (monthly plan), no fees to enroll and avoid late payments.

Enrollment Eligibility: You must not have arrears on your account, contact office regarding Arrears Plan options.

How To Enroll: Complete the Authorization Form and attach a void cheque or print out from your bank.

Enrollment Deadline: 15 days prior to payment withdrawal.

Terms & Conditions:

- Enrolment in the Pre-Authorized Payment Plan is automatically renewed each year.
- If, **FOR ANY REASON**, a payment is returned, you will be subject to a finance charge and applicable penalties. The amount of the returned payment plus finance charge and applicable penalties will be added to your next payment. If any two (2) payments should be returned, your enrolment in the Property Tax Pre-Authorized Payment Plan will be terminated and you will be billed directly.
- If, **FOR ANY REASON**, you wish to withdraw from this payment plan, or if your banking information changes, **YOU MUST** notify the tax office **IN WRITING** at least **THIRTY (30) DAYS BEFORE** the next Pre-Authorized payment is due. To obtain a sample cancellation form, or for more information on your right to cancel a Pre-Authorized Debit Agreement, contact your financial institution or visit www.payments.ca.
- You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this Pre-Authorized Debit Agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.payments.ca.
- Supplementary tax notices are billed directly to the ratepayer for payment. (Taxes owing as a result of assessment changes during the year.)

Plan Types:

- **Property Tax (Monthly)**
 - Previous year total taxes are divided into 10 equal monthly payments (January-October), withdrawal date is always the 15th of the month (or next business day).
 - November 15th withdrawal is the remaining balance on account for the year (difference between current and previous year taxes, any additional items added to property taxes for collection, etc).
 - You will receive notice of this amount in October as well as with the next year's monthly withdrawal amount.
 - Confirmation of enrollment is by email with notice of your monthly withdrawal amount.
- **Property Tax (Due Date)**
 - The regular 4 payments are withdrawn from your account on the due date shown on your property tax notice
- **Utilities**
 - The regular 6 payments are withdrawn from your account on the due date shown on your utility notice.



Township of Perth East Pre-Authorized Payment Plan Authorization Form

Property Location: _____

Owner's Name: _____

Email Address: _____

Telephone Number(s):
Residence (____) _____ - _____
Cell (____) _____ - _____
Business (____) _____ - _____

Plan Type:
Property Tax Roll# _____ Updating Banking Info
Monthly Due Date
Utilities Account # _____

I / We hereby authorize the above Financial Institution to debit my / our account on the dates indicated by our selection of Plan Type(s), for all payments payable to the Corporation of the Township of Perth East.

I / We accept the terms and conditions herein defined and authorize the Township of Perth East to begin deductions for payment of my / our tax and/or utility account. I / We will ensure that the funds will be available pursuant to the payment plan type selected above to cover said withdrawal. Insufficient funds will result in finance charges as applicable, and possibly cancellation by the Township of my / our enrolment in the payment plan.

Your treatment of each payment shall be the same if I / we had personally issued a cheque authorizing you to pay as indicated and to debit the amount specified to my / our account.

This authority is to remain in effect until cancelled by either myself or the Township of Perth East. Any delivery of this authorization to you constitutes delivery by me / us.

** Authorized Signature (1)

** Authorized Signature (2)

Date

Date

** If more than one signature is required for withdrawals against the account number specified, all authorized signatures must be given.

Please attach a void cheque or print out of account information from your bank

Email a scanned copy of the form to:
Loretta Wicke, Property Tax/Utility Clerk lwicke@pertheast.ca

Mail or Drop-off to:
Township of Perth East, 25 Mill St E, PO Box 455, Milverton, ON N0K 1M0