



Property Tax Pre-Authorized Payment Plan Authorization Form

The Corporation of the Township of Perth East

BENEFITS OF THIS PLAN:

- \$ Easier on your budget, spread payments out without any special interest or service charges.
- \$ Save the cost of postage or special trips and line-ups to pay your tax bills.
- \$ Avoid late payment or worrying about missing due dates.
- \$ You can choose between making monthly payments or paying instalments on the due dates indicated on the tax bills.

ENROLLMENT ELIGIBILITY:

- \$ You must have no arrears outstanding on your account.
- \$ Your last assessment must be a full assessment.
- \$ You do not pay your taxes with your mortgage.

HOW THE MONTHLY PLAN WORKS:

- \$ Your previous year's tax levy (including local improvement charges if applicable) is divided into ten (10) equal payments. This amount will be deducted directly from your bank account on the fifteenth (15th) of each month (or following business day) from January to October. The first automatic withdrawal payment will be January 15th.
- \$ In November, the remaining balance due for your taxes will be deducted directly from your bank account on the fifteenth (15th) of November (or next business day). You will receive notice of this final balance owing in October.
- \$ Your enrolment in the Pre-Authorized Payment Plan will be confirmed by letter along with notice of your monthly payment amount.
- \$ Your Final Tax Notice will be receipted and sent to you by December 15th.

HOW THE INSTALLMENT PLAN WORKS:

- \$ The regular four instalments are deducted from your bank account on the due dates, which are indicated on the tax notices.

TERMS AND CONDITIONS:

- \$ Enrolment in the Pre-Authorized Payment Plan is automatically renewed each year and information about the next year's payment amount will be sent with the receipted tax notice.
- \$ 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 month's 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.
- \$ Supplementary tax notices are billed directly to the ratepayer for payment. (Taxes owing as a result of assessment changes during the year.)

HOW TO ENROLL:

- \$ Complete and sign the Authorization Form and attach an unsigned blank cheque marked "VOID". (For those ratepayers who own more than one property, in order to have all properties included in the Pre-Authorized Payment Plan, a separate form must be filled out for each individual property)
- \$ Authorization forms **MUST BE RECEIVED** by the Tax Office no later than 5 business days prior to payment withdrawal (e.g. January 10th for monthly plans).

ENROLLMENT DEADLINE: 5 DAYS PRIOR TO PAYMENT WITHDRAWAL

FOR FURTHER INFORMATION, CONTACT THE TAX OFFICE.

PO Box 455, 25 Mill St. E.
Milverton, Ontario N0K 1M0

Phone (519) 595-2800 — Toll Free 1-888-712-0618 — Fax (519) 595-2801



Property Tax Pre-Authorized Payment Plan Authorization Form

The Corporation of the Township of Perth East

Tax Roll Number(s): 31 10 _____

Property Location: _____

Owner Name(s): (1) _____

(2) _____

Telephone Number(s):

Residence: (_____) _____ - _____

Business (1): (_____) _____ - _____

Business (2): (_____) _____ - _____

Payment Plan Type:
(Check selection)

(1) Monthly (15th day of the month)

(2) Due Date (4 times yearly as noted on bills)

Name of Financial Institution: _____

Account Number: _____ **Branch Number:** _____

Branch Address: _____

Transit Number: _____

I / We hereby authorize the above Financial Institution to debit my / our account on the date indicated by our selection of either Plan (1) or Plan (2), for all property tax 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 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) Date

** Authorized Signature (2) Date

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

ATTACH VOIDED CHEQUE HERE
Mail To:
The Corporation of the Township of Perth East
PO Box 455, 25 Mill Street East
Milverton, ON N0K 1M0