

**2012 PRE-AUTHORIZED PAYMENT PLAN  
MONTHLY BUDGET PAYMENTS**



**BENEFIT OF THIS PLAN:**

- Savings on postage and trips to pay your bills.
- No late payment charges or missed payments.
- Easier on your budget by spreading payments out without special interest or service charges.

**WHO MAY ENROLL:**

- You must have no arrears on your account.
- Your last (2011) assessment must be a full assessment.
- You do not pay your taxes with your mortgage.

**HOW THE MONTHLY PLAN WORKS:**

- Your **2012 tax levy** is divided into 10 equal payments. This amount will be deducted directly from your bank account on the **FIRST FRIDAY** of each month from January to October 2012.
- The remaining balance due for your taxes will be deducted directly from your bank account on the **FIRST FRIDAY** of November 2012.
- Your enrollment in the 2012 Pre-Authorized Payment Plan will be confirmed with completion and return of the form attached, by October 30th, 2011.

**TERMS AND CONDITIONS:**

- Enrollment in the pre-authorized payment plan is automatically renewed each year and information about the next year's payment amount will be sent you with the receipted tax notice.
- As taxes are calculated based on assessment value, if there is any change in your assessment value from the previous year you will have two options:
  1. Make any necessary adjustments to the monthly payment account.
  2. Withdraw from the Pre-Authorized Payment Plan.
- 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 charges and applicable penalties will be added to your next month's payment. If any two payments should be returned, your enrollment in the 2010 Pre-Authorized Payment Plan (PAP) will be terminated.
- If, **FOR ANY REASON**, you wish to be removed from this payment plan, or if your banking information changes, **YOU MUST** notify the Town Office **IN WRITING** at least **THIRTY (30) DAYS BEFORE** the next pre-authorized payment is due.

**HOW TO ENROLL:**

- Complete and sign the attached Authorization Form and attach an unsigned blank cheque marked "**VOID**".
- Submit your form to the Town Office by **OCTOBER 30TH, 2011** to ensure your enrollment in the 2012 Pre-Authorized Payment Plan.

**FOR FURTHER INFORMATION, CONTACT THE TOWN OFFICE AT (519) 855-4407 EXT. 226  
5684 TRAFALGAR RD., R. R. # 2, HILLSBURGH ON N0B 1Z0 (FAX: (519) 855-4821**



## 2012 PRE-AUTHORIZED PAYMENT PLAN AUTHORIZATION FORM

Assessment Roll # \_\_\_\_\_

Property Location: \_\_\_\_\_

Owner Name(s): 1. \_\_\_\_\_

2. \_\_\_\_\_

Telephone: Res. (\_\_\_\_) \_\_\_\_\_ Bus. 1: (\_\_\_\_) \_\_\_\_\_

Bus. 2: (\_\_\_\_) \_\_\_\_\_

Financial Institution: \_\_\_\_\_ Account # \_\_\_\_\_

Bank # \_\_\_\_\_

Branch Address: \_\_\_\_\_ Transit # \_\_\_\_\_

I/We hereby authorize the Financial Institution shown on the attached cheques to debit my/our account each month as indicated above for all payments payable to the Corporation of the Town of Erin.

I/We accept the terms and conditions herein defined and authorize the Town of Erin to begin deductions for payment of my/our tax account for the amount specified. I/We ensure that the funds will be available each month to cover withdrawal and that insufficient funds will result in finance and penalty charges as applicable and possibly cancellation of my/our enrollment in the payment plan.

This authority is to remain in effect until cancelled by either myself or the Town of Erin by written notification and a given reasonable opportunity to act. 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 shown on the attached cheques, all authorized signatures must be given.**

PLEASE ATTACH VOID CHEQUE HERE

Mail to:

Town of Erin Tax Dept.  
5684 Trafalgar Rd.  
R. R. # 2  
Hillsburgh, ON N0B 1Z0