

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:

IF YOU ARE CURRENTLY ON PRE-AUTHORIZED PAYMENTS – DO NOT RE-APPLY

- You must have no arrears on your account.
- Your property must be fully assessed.
- You do not pay your taxes with your mortgage.

HOW THE MONTHLY PLAN WORKS:

- The **previous year's 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.
- The remaining balance due for your taxes will be deducted directly from your bank account on the **FIRST FRIDAY** of November.
- To be enrolled for next year, we require your application and void cheque by **October 30th**.

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 charge and applicable penalties will be added to your next month's payment. If any **two** payments should be **returned**, your enrollment in the pre-authorized payment (pap) plan 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** to ensure your enrollment in next year's pre-authorized payment plan.

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

PRE-AUTHORIZED PAYMENT PLAN AUTHORIZATION FORM



Assessment roll #: _____

Property location: _____

Owner name(s): 1. _____

2. _____

Telephone: Res. (____) _____ Bus.: (____) _____

Cell: (____) _____

Email address: _____

I/we hereby authorize the financial institution shown on the attached cheque 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 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 cheque, all authorized signatures must be given.**

PLEASE ATTACH VOID CHEQUE HERE

**Mail to: Town of Erin Tax Dept.
5684 Trafalgar Rd.
Hillsburgh, ON N0B 1Z0**