

PRE-AUTHORIZED PAYMENT PLAN



FOR TAXES

How to Enroll:

Complete, sign and submit to the Town the authorization form and an unsigned blank cheque marked "VOID".

Payor Information *(Please type or print clearly)*

Payor Name:	Telephone #:
Mailing Address:	
City/Province:	Postal Code:
Property Address:	
Email:	

Attach a Void Cheque or Payor Financial Institution/Banking Information

Branch #:	Institution #:	Account #:
Name of Financial Institution/Bank:		
Branch Address:		

Roll #: 23-16-_____ - _____ - _____ -0000

Please indicate the start date and choose one option below:

Preferred Plan (please choose one): ☐ **Due Date** ☐ **Monthly** ☐ **User Defined**

Month to Start PAP _____ **Amount to be Deducted Monthly \$** _____

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.**

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Due Date – The amount will be deducted directly from your bank account on the installment due date.

Monthly – The **previous year's tax levy, less any credit on account**, 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. Any remaining balance due for your taxes will be deducted directly from your bank account on the **FIRST FRIDAY** of November.

User Defined – This is a 12 month plan for Property Tax account in arrears, with the goal of moving to a monthly plan once taxes are current. The negotiated amount is deducted directly from your bank account on the last Friday of the month.

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.

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. Contact this office to adjust the monthly withdrawal amount.
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 bank will make a second attempt to withdraw in the same month. The bank will notify this office of the date of the second withdrawal attempt. If any two payments should be returned, your enrollment in the pre-authorized payment (pap) plan may 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.

Mail to:	Town of Erin Tax Dept. 5684 Trafalgar Rd. Hillsburgh, ON N0B 1Z0
Or Email to:	taxes@erin.ca