



Pre-Authorized Property Tax Debit Plan Authorization Form

- Complete and sign the authorization form.
- Attach your personal blank cheque marked VOID.
- Mail or deliver the authorization form and void cheque to the address above.

Please complete the Pre-Authorized Debit (PAD) Plan agreement below.

- I/we authorize LOYALIST TOWNSHIP and the financial institution designated (or any other financial institution I/we may authorize at any time) to begin deductions as per my/our instructions for monthly regular recurring payments and/or installment due dates and/or one-time payments from time to time, for payment of all charges arising under my/our LOYALIST TOWNSHIP account(s). Regular monthly payments and/or installment due dates will be debited to my/our specified account on the first of each month excluding November and December. Loyalist Township will provide 10 days written notice if the amount debited from the account will defer from the monthly amount described below. LOYALIST TOWNSHIP will obtain my/our authorization for any other one-time or sporadic debits.
- This authority is to remain in effect until LOYALIST TOWNSHIP has received written notification from me/us of its change or termination. This notification must be received at least ten (10) business days before the next debit is scheduled at the address provided below. I/we may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnpay.ca
- I/we understand that if more than one returned item in a year is received I/we will become ineligible to continue with the Plan. The balance of my tax account will become due on the regular due dates and all subject to standard penalties.
- I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.cdnpay.ca

Option 1: Property Taxes (10 months)

The monthly plan for property taxes begins in January of each year, with payments based on the previous year's total charges plus an estimated increase. The monthly payment amount will be deducted from your financial institution on the first business day of the month from January to September with the balance paid October 1st.

Option 2: Due Date Plan for Property Taxes

The amount due for the tax installment (4 annually) will be deducted on the due date from your financial institution. You will still receive bills showing you the amount due and payable.

Property Tax Roll Number: 11 04 _ _ _ _ _ 0000

- Option #1** I/We wish to apply for the **monthly** preauthorized payment option consisting of 10 monthly Payments based on previous years Levy plus 5%. \$ _____ **Monthly Amount**
OR
- Option #2** I/We wish to apply for the **installment/due date** preauthorized payment option.

PLEASE PRINT

Name(s) _____

Property Address _____

Mailing Address _____

Telephone Number _____ E-Mail: _____

Financial Institution (FI): _____

FI Account Number: _____ FI Transit Number: _____
(branch-5 digits; FI-3 digits)

Signature(s) _____ Date: _____