



# Township of East Zorra-Tavistock

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Hickson, Ontario N0J 1L0

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Phone 519.462.2697  
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## **PRE-AUTHORIZED PAYMENT PLAN FOR TAXES**

### **OPTIONS**

- PAP10 – 10 withdrawals based on yearly taxes on the 15th of each Month (January - October)
- PAP12 - 12 withdrawals based on yearly taxes on the 15th of each month (January - December)
- Instalment Plan – the 4 instalment amounts are withdrawn from your account on the actual due dates “ie” last business day of February, May, August and October

### **BENEFITS OF THE MONTHLY PLAN**

- Easy to budget by spreading payments over ten or twelve payments withdrawn automatically from your bank account
- Saves cost of postage or cost of driving to municipal office to pay your taxes
- Avoid late payment or worry about missing due dates

### **BENEFITS OF THE INSTALMENT PLAN**

- Saves cost of postage or cost of driving to municipal office to pay your taxes
- Avoid late payment or worry about missing due dates

### **HOW MUCH DOES IT COST?**

- There are no service charges or penalty for using the Pre-authorized Payment Plan
- The amounts deducted are based on taxes levied only

### **WHO MAY ENROL?**

- You must have no arrears outstanding on your tax account
- Your latest assessment must be a full assessment
- Your taxes are not included in your mortgage payments

### **HOW THE MONTHLY PLAN WORKS**

- **PAP10 Program** - Your annual tax levy will be estimated based on the prior year's actual taxes, and divided into 10 payments. This amount will be deducted directly from your bank account on the **15th day of each month** from January to October, with the difference between the actual and estimated taxes adjusted on the final three withdrawals (August through October). You will be advised by mail of any adjustment made to the withdrawal amount when the tax rates have been established for the year.
- **PAP12 Program** - Your annual tax levy will be estimated based on the prior year's actual taxes, and divided into 12 payments. This amount will be deducted directly from your bank account on the **15th day of each month** from January to December, with the difference between the actual and estimated taxes adjusted on the final five withdrawals (August through December). You will be advised by mail of any adjustment made to the withdrawal amount when the tax rates have been established for the year.
- Your enrolment in the Pre-Authorized Payment Plan will be confirmed by letter indicating the amount to be withdrawn from your account on a monthly basis

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## **HOW THE INSTALMENT PLAN WORKS**

- The actual tax instalments levied will be deducted from your bank account on the assigned due dates.
- Due dates in East Zorra-Tavistock are the last business day of February, May, August and October
- You will receive your tax bills in February and August indicating what the instalments will be and the exact due dates

## **HOW TO ENROL**

- Complete and sign the attached Authorization Form
- Attach an unsigned, blank cheque marked “VOID”
- Authorization forms must be returned to the Hickson Office - in person, by mail, drop it in the locked drop box provided, or by fax to 519-462-2961

## **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 in December.
- **If for any reason** you wish to be removed 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
- **If for any reason** a payment is returned, you will be subject to a \$25.00 service charge plus applicable penalties to your tax account. Subscribers to the plan who have two payments returned will become ineligible to continue on the plan, and will revert to the four instalment system of payment, subject to standard penalties and interest of 1.25% per month for late payment.
- You certify that your taxes are fully paid to date and that your bank account is in good standing with sufficient funds to cover pre-authorized payments as they come due.
- If more than one signature is required on cheques issued against the account, all depositors must sign the application.
- **Supplementary Taxes** - If your taxes increase during the year due to a supplementary assessment (new building or improvement to your property) you will receive a separate tax bill – and it will be due and payable over and above your pre-authorized payment plan. The bill will be clearly marked to notify you that you are responsible for the extra payments.
- **Rights of Recourse**- You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on your recourse rights, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

*Please initial you have read and agree to the terms and conditions*



**TOWNSHIP OF EAST ZORRA-TAVISTOCK**  
**PRE-AUTHORIZED PAYMENT PLAN FOR TAXES**  
**APPLICATION FORM**

Owner Names: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No:      Res: \_\_\_\_\_      Bus: \_\_\_\_\_

Assessment Roll No: \_\_\_\_\_

Financial Institution: \_\_\_\_\_      Acct. No. \_\_\_\_\_

Branch No. \_\_\_\_\_      Branch Address: \_\_\_\_\_

Institution No. \_\_\_\_\_

I/We choose:    **PAP12 (Jan - Dec)**       **PAP10 (Jan - Oct)**       **Instalment Plan (4 withdrawals)**

I/We hereby authorize the above Financial Institution to debit my/our account as indicated above for all payments payable to the Corporation of the Township of East Zorra-Tavistock.

I/We accept the terms and conditions herein defined and authorize the Township of East Zorra-Tavistock to begin deductions for payment of my/our tax account for the amount and plan specified. I/We ensure that the funds will be available to cover the withdrawal and that insufficient funds will result in finance 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/us or the Township of East Zorra-Tavistock by written notification. If not cancelled, it will remain in effect for future years.

\_\_\_\_\_  
\*\* 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: Township of East Zorra-Tavistock  
PO Box 100, Hickson On N0J 1L0

For Office Use Only.  
Date Processed: \_\_\_\_\_ Initial \_\_\_\_\_