



Pre-Authorized Payment Plan Rules and Information

1. Tax accounts must be paid up to date and in full to qualify for enrollment and/or continued renewal of the pre-authorized plan.
2. Land-only assessed building lots are not eligible until after the residence or structure has been assessed and supplementary bills have been issued and paid.
3. Enrollment occurs twice annually; application submission deadlines are as follows:
Interim Notice cut-off date is November 15th
Final Notice cut-off date is June 15th.
4. Monthly payments will be withdrawn on the first business day of each month. The amount will be recalculated after the final billing each year and you will be notified of the change. The amount will recalculate again to start each new year.
5. Interim bills will not be issued for those on the monthly plan.
6. For those on the due date plan, the installment balance will automatically be withdrawn from your account on the four due dates each year.
7. 30 days written notice is required should you wish to cancel from the plan, or to make any changes to your banking information. If your house is being sold, you must cancel the plan. Please be aware that if you are canceling from the monthly plan, at certain times of the year you may have a balance outstanding.
8. NSF/returned payments will be charged a \$55.00 fee. Returned payments must be replaced by the 20th day of the month. Failure to replace a returned payment may result in removal from the pre-authorized plan. If there is a second NSF/returned payment occurrence, **you will be removed** from the pre-authorized plan.
9. Supplementary tax bills issued due to property improvements (additions, pools, etc.) will not be included in the pre-authorized withdrawals and must be paid separately. These bills are issued separately and would be clearly marked as a "Supplementary Adjustment".
10. If you have any questions or concerns, please do not hesitate to phone the Tax Department at (519) 632-8800, extension 103.



Pre-Authorized Debit (PAP) Agreement

I/We hereby authorize the Township of North Dumfries to debit my/our account for tax payments. I/We understand that each payment will be handled the same as if I/we had written a cheque.

Property Roll Number: _____

Property Address: _____

Owner's Name: _____

Mailing Address: _____

Telephone Number: Home _____ Other _____

Email Address:

Plan Type (Circle Only One): Monthly or Due Date

A cheque marked VOID or a Form from your bank detailing your banking information must be submitted with this application form. (Must be a Canadian Chartered Banking Institution). Line-of credit accounts are not acceptable.

Application Date:

Signature of Property Owner:

Additional Information Regarding the Pre-Authorized Payment Plan (PAP)

Application deadlines: **Interim Notice cut-off date is November 15th**
Final Notice cut-off date is June 15th.

All monthly withdrawals are made on the first business day of each month.

Any changes to your banking information are needed 30 days prior to the next withdrawal. These changes must be in writing.

This authorization may be cancelled at any time upon 30 days written notice to the Township Tax Office. To obtain a sample cancellation form, or for more information on your right to cancel a PAD Agreement, you may contact your financial institution or visit www.cdnpay.ca.

These withdrawals relate to the payment of property taxes and are considered Personal PAD's.

Personal information on this form is collected as authorized by MFIPPA and will be used to manage tax accounts enrolled in Pre-Authorized Plans.