



Pre-Authorized Property Tax / Water & Wastewater Payment Plan Application

Account Information

Roll Number:
(4966-000-xxxxxxxx-0000) 4966-000-

Water & Sewer Account Number:
(xxx-xxxxxx-xxx) _____

Contact Information

Name: _____

Civic Address: _____

Phone: _____ **Email:** _____

Property Tax Payment Options

Please check which payment option you prefer. If no option is chosen, you will be enrolled in the monthly payment plan.

- Monthly Plan**
5th Day of Each Month
- Installment Plan**
On due date

Water & Sewer Payment Options

- On Due Date**
Quarterly

Banking Information

A void cheque or a preauthorized withdrawal form must accompany this form. If your account requires all account holders to sign, all account holders must sign below.

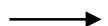
Name(s):	Signature(s):	Date:
_____	_____	_____
_____	_____	_____

Third Party Authorization

If the payee is NOT the property owner, the property owner must acknowledge that a third party will be making payments on their account.

Property Owner Signature(s): _____

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 PAP Agreement. To obtain more information on your recourse rights, contact your Financial Institution.



Pre-Authorized Property Taxes & Water & Sewer Terms and Conditions

Plan Options: *(for properties that are NOT in arrears)*

1) Monthly Property Taxes:

- The Plan will run from January 5th to December 5th of each year- 12 monthly payments.
- The first six payments (January to June) are based on the previous year's taxes. The remaining six payments (July to December) are adjusted to reflect any changes to taxes due to tax rate or assessment related changes.
- The Final Tax Bill will be mailed in early spring and will indicate your total taxes for the year and is sent **for your information only. -DO NOT PAY.** Please retain this bill for income tax purposes. Written notice will be included with the final bill outlining the six remaining payments for the year.

2) Installments Based on Due Dates:

- Payments in the amount of the tax levy or water & sewer (wastewater) billings are withdrawn directly from your bank account on the due dates indicated on the invoices.

Enrollment:

- To enroll, complete the attached Pre-Authorized Payment Plan application form.
- Attach a void cheque/preauthorized form from the account you wish used for withdrawal purposes.
- Once registered in either plan, you will automatically be enrolled in subsequent years.
- The payment plan is not transferable to another property. A new application must be completed for each property.

Missed/Returned Payments:

- A \$40.00 administration fee will be charged if funds are returned by the bank.
- A letter of notification will be sent reflecting the amount due.
- The plan will be discontinued immediately until a replacement cheque has been received, at which time the plan will be reinstated.

Change Information/Ownership/Cancellation:

- All changes to your Pre-Authorized Payment Plan information must be received in writing at least 15 days prior to the next withdrawal date.
- If we are not notified by the property owner or lawyers, the Pre-Authorized Payment Plan will be cancelled immediately upon receipt of notification of change of ownership.
- Cancellation Notices are available at the Municipal Office.
- You may revoke your authorization at any time in writing subject to providing notice not to exceed 30 days.

Privacy Agreement:

- The purpose of the Privacy Agreement is to ensure the information collected be kept in strict confidence and used to set up pre-authorized payments protected by the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended ("The Act").

Please return to:

**Municipality of Callander, 280 Main St. N., PO Box 100, Callander, ON P0H 1H0
or fax with a copy of VOID cheque to (705) 752-3116 or e-mail to finance@callander.ca**