

PRE-AUTHORIZED PAYMENT PLAN
MONTHLY BUDGET PAYMENTS



BENEFIT OF THIS PLAN:

- Savings on postage and trips to pay your bills.
- No late payment charges or missed payments.
- Easier on your budget by spreading payments out without special interest or service charges.

WHO MAY ENROLL:

IF YOU ARE CURRENTLY ON PRE-AUTHORIZED PAYMENTS – DO NOT RE-APPLY

- You must have no arrears on your account.
- Your property must be fully assessed.
- You do not pay your taxes with your mortgage.

HOW THE MONTHLY PLAN WORKS:

- 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.

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.

HOW TO ENROLL:

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

FOR FURTHER INFORMATION,
CONTACT THE TOWN OFFICE AT (519) 855-4407 EXT. 226
5684 TRAFALGAR RD.
HILLSBURGH, ON N0B 1Z0
FAX: (519) 855-4821
TAXES@ERIN.CA

PRE-AUTHORIZED PAYMENT PLAN AUTHORIZATION FORM



Assessment roll #: _____

Property location: _____

Owner name(s): 1. _____

2. _____

Telephone: Res. (____) _____ Bus.: (____) _____

Cell: (____) _____

Email address: _____

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.**

PLEASE ATTACH VOID CHEQUE HERE

**Mail to: Town of Erin Tax Dept.
5684 Trafalgar Rd.
Hillsburgh, ON N0B 1Z0**

Or Email to: taxes@erin.ca