



The Corporation of the Township of Guelph/Eramosa
**PRE-AUTHORIZED PAYMENT PLAN
AUTHORIZATION FORM**

Assessment Roll #: _____

Property Location: _____

Owner Names(s):

(1) _____ (2) _____

Telephone #:

Res. (_____) _____ Bus (_____) _____

I/We hereby authorize the Financial Institution shown on the attached cheque to debit my/our account as indicated above for all payments payable to the Corporation of the Township of Guelph/Eramosa 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 account. This treatment of each payment shall be the same if I/we had personally issued a cheque authorizing you to pay as indicated and to debit the amount specified to my/our account. This authority is to remain in effect until cancelled by either myself or the Township of Guelph/Eramosa by written notification and given a reasonable opportunity to act. Any delivery of this authorization to you constitutes delivery by me/us.

Type of Plan (Choose only one of the following options by checking the box)

MONTHLY

INSTALMENT DATE

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.

Notice of Collection:

The collection of this information is being done under the authority of the *Municipal Act, 2001, S.O. 2001 c.25. Pursuant to Sections 317(1) and 317(3).* Should you have any questions about the collection or retention of this information, please contact Township Clerk at 856-9596 ext. 107.

ATTACH VOIDED CHEQUE HERE

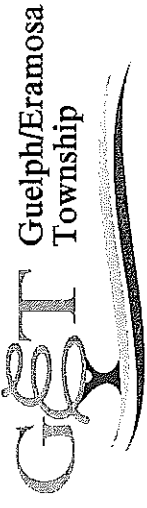
Mail to: Township of Guelph/Eramosa
P.O. Box 700
Rockwood, ON N0B 2K0

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 to 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. Make any necessary adjustments to the monthly payment 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 amount of the returned payment plus finance charge and applicable penalties will be added to your next month's payment. If any two payments should be returned, your enrollment in the Pre-Authorized Payment Plan will 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 Township IN WRITING at least THIRTY (30) DAYS BEFORE the next pre-authorized payment is due.
- Who may enroll:
- You must have no arrears outstanding on your account.
 - Your last assessment must be a full assessment.
 - You do not pay your taxes with your mortgage.

Benefits of the Pre-Authorized Payment Plan:

- ✓ Savings on postage and trips to pay your bills.
 - ✓ Easier on your budget by spreading out payments over each year.
 - ✓ No interest/penalty or service charges. (Following conditions)
 - ✓ No late payment charges or missed payments.
- How the monthly plan works:
- Your previous year's tax levy 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 current year's taxes will be deducted directly from your bank account on the first Friday of November. You will be notified in mid-October as to the amount of this final payment.
- How the Instalment Date works:
Property taxes will be withdrawn from your account on the instalment dates of the interim and final billings.
- How to enroll:
Complete and sign the Authorization Form (inside) and attach an unsigned blank cheque marked "VOID". Submit your form to the Township Office.



Guelph/Eramosa
Township

THE CORPORATION OF THE
TOWNSHIP OF
GUELPH/ERAMOSA

OFFERS YOU
AN EASIER WAY

TO PAY YOUR
PROPERTY TAX BILL

PRE-AUTHORIZED
PAYMENT PLAN

January – November 2016

Application/Authorization Form
inside...

Questions? Call 519-856-9596
Ext. 102 or 104