

## PRE-AUTHORIZED PAYMENT PLAN

### Benefits of the Pre-Authorized Payment Plan:

- ✓ Savings on postage and trips to pay your bills
- ✓ Easier on your budget by spreading the payments over each year
- ✓ No interest/penalty or service charges
- ✓ 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 This amount will be withdrawn from your bank account on the **first Friday** of each month from January to October
- ✓ Any remaining balance due for your current year's taxes will be withdrawn from your bank account on the **first Friday** of November.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 installment plan works:

- ✓ Property taxes will be withdrawn from your account on the installment dates of the interim and final tax billings

### How to enroll:

- ✓ Complete and sign the Authorization Form and attached an unsigned blank cheque marked "VOID" or provide an Electronic Funds Transfer Form. Submit the completed form to the Township of Guelph/Eramosa in person, by fax at (519) 856-2240 or by email to [lvanalstine@get.on.ca](mailto:lvanalstine@get.on.ca).

### Terms and Conditions:

- ✓ Enrollment in the Pre-Authorized Payment Plan is automatically renewed each year and information about the next year's payment 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:
  - Make any necessary adjustment to the monthly payment amount;
  - 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 of Guelph/Eramosa **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 latest assessment must be a full assessment
- ✓ You do not pay your taxes with your mortgage



8348 Wellington Road 124,  
P.O. Box 700  
Rockwood ON N0B 2K0  
Tel: 519-856-9596  
Fax: 519-856-2240  
Toll Free: 1-800-267-1465

## PRE-AUTHORIZED PAYMENT PLAN AUTHORIZATION FORM

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

Property Location: \_\_\_\_\_

Owners Name(s):

(1) \_\_\_\_\_ (2) \_\_\_\_\_

Contact No. (s): Residence: \_\_\_\_\_ Cell: \_\_\_\_\_

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

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 one of the following options by checking the box)

MONTHLY

INSTALLMENT 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 1 (519) 856-9596 Ext. 107.

ATTACH VOID CHEQUE OR ELECTRONIC FUNDS TRANSFER FORM HERE

Please mail or scan and email