

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

Bus 2) (\_\_\_\_) \_\_\_\_\_

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 Township of Guelph/Eramosa 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 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.

\_\_\_\_\_  
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.

**ATTACH VOIDED CHEQUE HERE**

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

- 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:**

- ü Savings on postage and trips to pay your bills.
- ü Easier on your budget by spreading out payments over each year.
- ü No interest/penalty or service charges. (Following conditions)
- ü No late payment charges or missed payments.

**How the monthly plan works:**

- Your 2005 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 2006.
- The remaining balance due for your 2006 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 to enroll:**

Complete and sign the Authorization Form (inside) and attach an unsigned blank cheque marked "VOID". Submit your form to the Township Office.