

PROPERTY TAX 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:

- ✓ Payments will be withdrawn from your bank account on the **10th of each month** (or the next business day if the 10th is on a weekend or holiday) from January to October
- ✓ At the beginning of the year your payment amount is calculated by dividing your previous year's tax levy by 10
- ✓ Once the final tax bills have been produced, we will adjust the remaining monthly payments to reflect the current year's tax balance and a notice will be mailed with the updated amounts

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- ✓ Property taxes will be withdrawn from your account on the installment dates of the interim and final tax billings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 attach an unsigned blank cheque marked "VOID" or provide an Electronic Funds Transfer Form. Submit the completed form to the Township of Guelph/Eramosa by email at taxes@get.on.ca or by mail to the address noted in the letterhead above.

Terms and Conditions:

- ✓ Enrollment in the Pre-Authorized Payment Plan is automatically renewed each year and a notice with the next year's payment information will be mailed in November
- ✓ 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 charges 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 **TEN (10) 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

Questions?

Please contact the tax department at taxes@get.on.ca or 519-856-9596 ext. 102 or 103.



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

PROPERTY TAX PRE-AUTHORIZED PAYMENT PLAN AUTHORIZATION FORM

Assessment Roll No.: _____

Property Location: _____

Owners Name(s):

(1) _____ (2) _____

Contact No. (s): Residential: _____ 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 Start Date: _____

INSTALLMENT Start 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 The Township Deputy Clerk at 1 (519) 856-9596 Ext. 107.

ATTACH VOID CHEQUE OR ELECTRONIC FUNDS TRANSFER FORM HERE

Please mail or scan and email