

Pre-Authorized Debits (PAD) for Property Taxes

Enrolment, Bank Account Changes and Program Cancellation

To enroll, make changes to your application or withdraw from the program, your application or written notice is required a minimum of 15 days prior to the next scheduled withdrawal.

Selling your Property?

We must receive notification in writing at least fifteen (15) days prior to the next payment advising that you would like your preauthorized payments to be cancelled.

If you are purchasing a new property within the Township, you will need to fill out a separate form.

Returned payments

An administrative fee of \$25.00 will be applied to your account for payments not cleared by your financial institution.

If the payment is not replaced before the end of the month, it will be withdrawn in addition to the next month's payment.

If there are two returned payments in a twelve-month period, you will be removed from the PAD plan and all unpaid taxes will become due immediately and be subject to interest and penalty.

Withdrawal Dates

Monthly or arrears plan: 15th of every month, 12 payments per year.

Installment plan: 16th of the month of installment date on tax bill, 4 payments per year.

Terms and Conditions

- I/We understand that this agreement will remain in effect until I/we notify the Township of Otonabee-South Monaghan in writing of its change or termination.
- I/we understand that this agreement is non-transferable and will be cancelled upon receipt of a registered transfer confirming a change of ownership.
- I/We understand that notification must be received at least fifteen (15) days prior to the next scheduled debit and that the notice must be sent to the Township address indicated on this form.
- Upon cancellation, I/we understand that all unpaid taxes become due immediately.
- I/we understand that if a returned payment is not replaced before the end of the month, it will be withdrawn in addition to the next month's payment.
- I/we understand that this agreement will be terminated by the Township if two (2) or more payments are not cleared by my/our financial institution in a twelve-month period. I/we understand that our account will be charged an administration fee for all returns in accordance with the Township by-laws

Authorization

- I/we authorize the Township of Otonabee-South Monaghan (therein referred to as the Township) and the financial institution designated (or any other financial institution I/we may authorize at any time) to begin deductions as to the type of plan selected on this application (namely monthly, installment or arrears).
- I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD

Agreement. To obtain a form for a Reimbursement Claim or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.cdnpay.ca.

- I/we acknowledge that the Township will mail tax bills to the address shown on my/our tax account a minimum of 21 days before the first tax due date of the interim bill and the final bill.

Applicant Information

What is your name? *

Roll Number: *

Mailing Address: *

Property Address:

Phone Number *

Email Address *

Payment Plan

Please select how you would like payments to be withdrawn from your account. *

Installment

Monthly

Arrears

Start date.

Payment Amount:

Financial Institution Information

Institution Name *

Institution #:

Transit #:

Account #:

Financial Institution Address:

Please email a void cheque along with this form to: remit@osmtownship.ca

The form and request cannot be processed without both this complete form and a void cheque. Thank you!

Signatures on Account Owner(s)

By signing this application, I/we agree to the conditinos and authorizations of the pre-authorized debits plan (PAD).

Signature of Applicant: *

Date

Signature of Applicant: *

Date

Office Use Only

Date Entered:

Initials:

Date Entered:

Initials:

Thank You

for submitting your Pre-Authorized Debit enrolment form.