



Pre-Authorized Property Tax Payment Plan Customer Agreement & Authorization Form

Property Roll Number: 42-10-_____ - _____ - _____ -0000

Name: _____

Property Address: _____

Mailing Address: _____
(If different from property address)

Home Phone #: (____) _____ - _____ Cell Phone #: (____) _____ - _____

Email: _____

Payment Plan Options

- Set Up a New Payment Plan Change Details of an Existing Payment Plan

Start Date for Pre-Authorized Payment Plan: _____

Option #1: Installment Date (PAP)

- Due Date

Option #2: Monthly (PAP)

A fixed monthly amount is calculated by the tax department based on annual levied taxes. You will be notified of the amount prior to the start of your pre-authorized payment plan.

- 20th of the month 28th of the month \$_____ per month
(For internal use only)

Please attach a **“VOID”** cheque
or a **“Direct Deposit”** Form from your financial institution.

You, the Payor, authorize the Municipality of Meaford to withdraw payments directly from your account (regular chequing or savings accounts only) based on the information provided above.

You, the Payor, have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAP Agreement. You may revoke your authorization at any time in writing subject to providing notice of 15 days to the Municipality of Meaford. To obtain further information on your recourse rights or your right to cancel a PAP Agreement, contact your financial institution or visit www.cdnpay.ca.

Signature of Account Holder(s)

Signature of Property Owner

(If different from account holder)

Name: _____
(Please Print)

Name: _____
(Please Print)

Date: _____

Date: _____

E-Billing

- I would like to receive e-bills. No paper bills will be mailed. I consent to receiving emails from the Municipality of Meaford regarding my tax bills.

Please see reverse side for the terms and conditions of this agreement. Please read and indicate that you agree to these terms and conditions at the bottom of the page before submitting this form.



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Terms and Conditions

Option #1: Installment Date PAP

Payments are withdrawn on each of the installment dates, four times a year. Installment amounts are based on the annual taxes levied. This plan ensures payments are made on their respective due dates. Interest only calculated on returned payments. Interim and Final Tax bills are always sent to the property owner in January and July, with notification of the installment amounts prior to their withdrawal dates. Account balance must be zero to be eligible for this plan.

Option#2: Monthly PAP

A Monthly Payment Plan is a fixed monthly amount calculated by the tax clerk based Interim and Final Tax Bill amounts. The fixed amount is deducted from your bank account on the 20th or 28th (your choice) of the month. Your tax bill is still sent to you showing the balance of your account. Should a payment be required to bring your account to a zero balance it will be automatically deducted from your account. If we owe you, we will credit your account.

Arrears

Any account with an outstanding balance can register for Monthly PAP, however; interest is calculated at 1.25% until the arrears are paid in full. Once the account is brought to good standing, interest will no longer be calculated until a payment is returned. Contact our office for further information.

NSF/Returned Payment

All payments returned from the bank as "Insufficient Funds" are subject to a \$45.00 administrative fee. All payments return from the bank as "Deceased" or "Account Closed" are subject to a \$45.00 administrative fee unless otherwise notified by the property owner or executor.

The outstanding payment must be received by the Municipality of Meaford prior to the next withdrawal date. If payment is not received, the outstanding balance plus the current month's amount will be withdrawn. The Municipality of Meaford will immediately discontinue this agreement after the second returned payment in a fiscal year.

Information Collection

The information requested is collected under the authority of the Municipal Act, and will be used to maintain a database of account holders who have requested e-billing. The information will be held in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be disposed of at such a time that the account holder withdraws the request for e-billing or pre-authorized payment. Any questions regarding the collection of personal information should be directed to tax@meaford.ca or by contacting 519-538-1060 extension 1104.

Changes to Your Mailing Address

If your mailing address has changed, please visit www.meaford.ca/MailingAddress to fill out our online form. Your information will be forwarded to our Finance team to update their records. Alternatively, please email tax@meaford.ca with your account information and new mailing address.

Changes to Your Payment Plan

If you are selling or purchasing a property, or if you wish to discontinue/change your payment plan, please notify the Municipality in writing or email tax@meaford.ca.

_____ I have read and agree to the terms and conditions of this agreement.

(Initial)

For more information, contact:

Phone: (519) 538-1060 extension 1104 Fax: (519) 538-5240 Email: tax@meaford.ca