



Email your completed form to tax@townofws.ca

PRE-AUTHORIZED TAX PAYMENT PLAN

I/We want to register for the Pre-Authorized Tax Payment Plan:

- Monthly Plan - 10 months - January to October - Debited last business day of the month
Installment Plan - Debited 4 times on the Installment due dates
Supplementary/Arrears Plan - 12 months - Please contact Tax Department for further details

Billing Name(s):

Property Address:

Telephone Number: Res: ( )
Bus: ( )

Email Address:

Roll Number: (If Known)

PLEASE ATTACH A BLANK, UNSIGNED CHEQUE MARKED "VOID" OR BANK FORM. WE CANNOT ACCEPT LINE OF CREDIT CHEQUES

I/We authorize the Town of Whitchurch-Stouffville to begin deductions for payment of my/our tax account for the amount specified. I/We ensure that the funds will be available to cover the withdrawal. Insufficient funds will result in service charges as applicable and possible cancellation of my/our enrollment in the payment plan. This authority will remain in effect until cancelled by either myself or the Town of Whitchurch-Stouffville with at least fourteen (14) days written notice. \*\* Please initial here: \*\*

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 debit that is not authorized or is not consistent with the PAD agreement. To obtain more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.cdnpay.ca.

Table with 2 columns: Signature/Date and Date. Rows for Authorized Signature (1) and Authorized Signature (2).

If more than one signature is required for withdrawals against the account number specified, all signatures must be given.

### **□ How the Plan Works**

It's a modern, easy method to make worry-free payments, even if you are away for an extended period of time. Simply fill in the application on the reverse side of this form and return it along with a voided cheque and we'll do the rest.

#### **Monthly Plan:**

Your monthly tax payments will automatically be withdrawn from your financial institution over 10 months starting on the last business day in January, with the 10<sup>th</sup> and final payment on the last business day in October. The first five Installments will be estimated. An adjustment for your June and subsequent payments will be made to settle your taxes in full by the end of October. There will be no withdrawals made in November or December. This procedure will continue each year thereafter.

#### **Installment Plan:**

Your tax payment will automatically be withdrawn from your financial institution on the Installment due dates, February, April, July and September.

#### **Supplementary/Arrears Plan:**

A predetermined amount will be withdrawn for a 12 month period. Penalty & interest will apply on arrears. Plan will continue until advised or arrears are paid. Please contact Tax Clerk (ext. 2241) for further details.

### **□ What are the Benefits?**

As a taxpayer you will no longer have to worry about missed due dates or late payment charges. Your payments will be automatically deducted on the last business day of each month/or the Installment due date and will be recorded by your financial institution on your account statements.

Monthly payments allow for easier budgeting. Once you enroll in the plan, you do not have to reapply for subsequent years.

### **□ Who is eligible?**

You are eligible if your tax account is up to date and your property is fully assessed. If you are not up to date, any amount owing must be paid prior to enrollment.

### **□ Is it Confidential & Safe?**

Yes. The Town's bank handles all of the payment transactions. Access to your account is limited solely to the withdrawal of monthly tax payment funds as authorized. Account information regarding balances and other transactions are not available to the Town.

### **□ How much will my monthly payments be and will it change?**

You will be notified of the amount of your monthly payments. Your bank will deduct your first payment on the last business day of January. Yes, monthly payments may change. Your payments from June to October will reflect the tax adjustment required to account for the change in the tax rates.

### **□ What if I miss a Payment?**

If more than one monthly payment in a year is dishonoured by your financial institution for any reason, your enrollment in the plan may be cancelled and your tax account will revert to the regular installment system. Your tax account will be subject to the standard penalty charges. A service fee will be applied to your account in response to the returned payment.

### **□ Can I withdraw from the Plan?**

Yes. To withdraw, at any time, send a note to the Town, Treasury department stating your decision to cancel and your tax account will revert to the regular Installment billing system. Your written request must be received at least fourteen (14) days prior to the next scheduled payment. Notice of less than fourteen days cannot be accommodated.

### **□ What if I sell my property?**

Simply notify the Treasury Department in writing as soon as possible, stating the closing date of the sale. We will ensure that deductions stop at the appropriate time. We do require at least fourteen (14) days to do so.

### **□ How do I Join?**

Fill in the application on the reverse side of this form. Attach a cheque marked "VOID" to the application and return to us. You may email to [tax@townofws.ca](mailto:tax@townofws.ca).