



**Municipality of North Middlesex**  
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**PRE-AUTHORIZED PAYMENT PLAN**

**How it Works:**

With your permission, your payments can be withdrawn automatically from your chequing account. Your payments are recorded automatically and individually on your bank statement or pass book. It's a modern, easy method to make those recurring bill payments without the inconvenience of writing a cheque, the increasing cost of postage or that trip to pay the bill!

**NOTES:**

- 1) Please attach a void cheque to your application.
- 2) A separate form is required for each roll number and or water / sewer account.
- 3) Payments will be withdrawn on the last business day of the month.
- 4) In order to take advantage of this payment method, your taxes and/or water account must be current and up-to-date.

**PRE-AUTHORIZED PAYMENT PLAN AUTHORIZATION FORM**

**TAXPAYER And Or WATER / SEWER INFORMATION:**

PROPERTY ROLL NUMBER: 39 - 54 - _____ - 0000	
WATER / SEWER ACCOUNT NUMBER: _____	
Name: _____	
Address: _____	
City: _____	Province: _____ Postal Code: _____
Home Phone: (____) _____	Email : _____

**TYPE OF PLAN(S) BEING REQUESTED (SEE BELOW FOR DEFINITIONS AND ADDITIONAL TERMS)**

**TAXES**

**WATER / SEWER**

Monthly Plan (12 Payments)	<input type="checkbox"/>
Installment Plan (4 Payments)	<input type="checkbox"/>

Billing Due Date (4 Payments)	<input type="checkbox"/>
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**FINANCIAL INSTITUTION INFORMATION:**

Name of Financial Institution: _____	
Branch Address: _____	
City: _____	Province: _____ Postal Code: _____
Bank Number: _____	Transit Number: _____ Acct. Number: _____

**\*BE SURE TO INCLUDE A VOID CHEQUE WITH THIS APPLICATION\***

I/we, as the above account holder(s), do hereby authorize the Municipality of North Middlesex and my/our financial institution to debit my/our account for payment of taxes and/or water/sewer charges. This authorization may be cancelled at any time upon written notice by me/us. (Signatures on cancellation should be the same as those on this plan request.)

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date Account Added: _____	Withdrawal Start Date: _____	Date Letter Sent: _____
Total Taxes: _____	Less Pymts. Received (if any): _____	Balance: _____
# of Months: _____	Monthly PAP Payment: _____	

## DEFINITIONS

**Monthly Plan (Tax Accounts Only)** – Payments will be withdrawn from the specified account on the last business day of each month. January to July payments will be based on the prior years tax levy. That amount will be divided by 12 and the resulting number will be rounded up to the next even dollar. The August to December amounts will be determined by taking the Current years taxes and subtracting the payments that have been made. The remaining amount will divided equally over the last five months.

**Installment Plan (Tax Accounts Only)** – Payments will be withdrawn from the specified account on the last business day of the months that the installments are due on. The amount of the withdrawal will equal the tax installment due in that month.

**Billing Due Date (Water / Sewer Accounts Only)** – Payments will be withdrawn from the specified account on the same date as the water / sewer billing shows as a due date.

## TERMS AND CONDITIONS

- The customer certifies that his / her /their bank account is in good standing with sufficient funds to cover pre-authorized payments as they come due. If more than one signature is required on cheques issued against the specified account then we require all those signatures on the agreement.
- The Municipality of North Middlesex will charge \$25.00, plus any applicable interest and or penalty, for any payment which cannot clear your bank. If more than two (2) payments are returned by your bank you will be removed from the pre-authorized payment plan without further notice.
- Should you move your account from one bank or branch to another you must notify us and make a new agreement so your payments will not be interrupted.