



## Pre-Authorized Payment Plan Authorization Form

### How It Works

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With your permission, your payments can be withdrawn automatically from your chequing account.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.

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- Payments will be withdrawn on the last business day of the month.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

### Taxpayer &/or Water/Sewer Information

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Roll No. : 39 – 54 - - 0000

Water/Sewer Acct No. :

Name:

Address:

City:

Province:

Postal Code:

Phone:

Email:

### Type of Plan(s) Being Requested

See below for definitions & additional terms

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Taxes:

- Monthly Plan (12 Payments)
- Installment Plan (4 Payments)

Water/Sewer:

- Monthly Plan (12 Payments)
- Billing Due Date (4 Payments)

### Financial Institution Information

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Name of Financial Institution:

Branch Address:

City:

Province:

Postal Code:

Bank Number:

Transit No. :

Acct. No. :

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**\*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.)



Municipality of North Middlesex  
229 Parkhill Main St, Parkhill, Ontario N0M 2K0

T: (519) 294-6244  
Fax: (519) 294-0573

**For Office Use Only:**

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

**Definitions**

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**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 & Conditions**

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- The customer certifies that his / her /their bank account is in good standing with sufficient funds to cover preauthorized 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.