



## Pre-Authorized Payment (PAP) Enrollment Form

1. **Provide Personal Information** (Separate form required for each property)

Roll Number: 

3	7	2	9	-				-	0	0	0	-					-	0	0	0	0
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Owner Name: \_\_\_\_\_

Civic Property Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Owner E-mail Contact: \_\_\_\_\_

2. **Select Payment Plan Type** (Check the payment plan type you wish to enroll in)

<p><b><u>Plan By Installment Date:</u></b> Payments <b>withdrawn on the installment due dates</b> and amounts as indicated on the tax notice.</p>
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<p><b><u>Monthly Payment Plan:</u></b> Monthly payments calculated in the month of January and the month of July (based on actual taxes) <b>withdrawn on the last business day of every month.</b></p>
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**Plan Effective** (Date when plan participation should begin): \_\_\_\_\_

3. **Provide Banking Information** ( Include a **Void Cheque or a Pre-Authorized Debit Form** (PAD) from your Financial Institution with this application)

Account Holder 1

Account Holder 2 (If applicable)

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**I am/we are the person(s) who are required to sign on the provided bank account and agree to the terms and conditions as outlined on the back of this form.**

## Pre-Authorized Payment (PAP) Enrollment Form

### Terms and Conditions

I/we understand it is the responsibility of the registered owner to **cancel** this pre-authorized plan by providing the required notice in writing to the Municipality, at **minimum twenty-one (21) business days before the next scheduled payment date**. Once cancelled, it is the responsibility of the registered owner to make suitable arrangements for property tax payments.

Each payment shall be the same as if I/we had personally issued a cheque authorizing my/our Financial Institution to pay the Town of Amherstburg and to debit the amount specified to my/our account.

#### NSF

On the first occurrence: If a payment is returned, the Municipality will add a **returned payment fee** along with applicable interest, recalculate the PAP amount and divide equally the revised account balance by the number of remaining payments in the period.

If a second payment is returned, the Municipality will remove the property from the PAP plan. Once cancelled, it is the responsibility of the registered owner to make suitable arrangements for property tax payments.

### Pre-Authorized Payment Plan Information

#### Installment

- You may enroll in the PAP plan at any time during the year, provided the roll is current.
- You will continue to receive your interim and final tax notice(s). A message printed on the tax notice will confirm you are enrolled in the PAP plan. The date and amount to be withdrawn is noted on the remittance stub in the box "Total Amount Due".
- **If you receive a supplementary notice and are enrolled in the installment PAP plan, the supplementary notice amount will be automatically withdrawn on the due date(s) indicated.** The date and amount to be withdrawn is noted on the remittance stubs in the box "Total Amount Due".

#### Monthly

- You may enroll in the PAP plan at any time during the year, provided the roll is current. Payments are calculated based on balance owing at time of enrollment.
- You will receive your interim and final tax notice. The tax notice will show the amount of the monthly payment. You will see a printed message on the notice confirming you are enrolled in the PAP plan.
- **If you receive a supplementary notice and are enrolled the monthly PAP plan, your monthly payment amount will be increased to reflect the supplementary notice. You will receive written notification prior to the next scheduled payment date advising of the new amount to be withdrawn.**