



Centre Wellington

# Property Tax Pre-Authorized Payment Plan (PAP) Program Application Form

## BENEFITS OF ENROLLING IN A PAP PLAN

- Payments will be deducted automatically from your bank account on the dates provided for in this application. Please note line of credit cheques will not be accepted.
- Pre-authorized payment will save you time, postage costs and penalties for missed payments.
- The pre-authorized payment plans allow for more effective budgeting with payments spread throughout the year.
- The program is free and may be cancelled at any time.

## PROGRAM DETAILS

- To enroll, please print, complete and mail this application form to the address indicated below along with a **void cheque**.
- Your account must be paid in full prior to enrollment.
- An administrative fee will be applied to your account for payments returned “non-sufficient funds”. Two NSF items in a current year will mean disqualification.
- At such time as your account is in arrears you will be removed from the PAP program, unless you enter into a specific agreement with the municipality.
- Penalty and interest will be applied to balances in arrears in accordance with the Township’s Penalty & Interest By-Laws.
- Supplementary tax bills are not paid through the PAP program.
- A tax bill will be mailed a minimum of twenty-one (21) days in advance of the 1st due date in each billing cycle.
- **Written notice prior to the 15<sup>th</sup> of the month is required for any changes to your account.**

## Section 1 – Contact Information

Account Holder(s) Name(s)

Mailing Address (Number and Street)

1.

2.

Phone Number

City/Town

Province

Postal Code

## Section 2 – Property Tax PAP

I wish to enroll in the following property tax PAP option:

- Four (4) Installment Plan** – dates and amounts are specified in notice text on property tax bill
- Eleven (11) Installment Plan** – on the first Friday of the month from January to November

Property Address (Number and Street)

Roll Number (see your Notice of Assessment or Property Tax bill)

**2326**

**Section 3 – Authorization**

I hereby agree to all terms and conditions outlined in the PAP program and authorize my financial institution to draw and issue payment payable to the Township of Centre Wellington for payment of property taxes as outlined. Enclosed with this application is a **void cheque**.

**Signature 1**

**Signature 2 (if required)**

**Date**

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The information on this form is collected under the authority of Section 342 of the Municipal Act 2001 S.O.2001 amended) and will be used to determine eligibility for enrollment in a Pre-Authorized Payment Program for autom withdrawals to remit tax payments to the Township of Centre Wellington. Questions about this collection should be directed to Corporate Services at 519.846.9691 Ext 244 or Ext 246.