



**Village of Point Edward**  
**135 Kendall Street**  
**Point Edward, ON N7V 4G6**  
**Phone (519) 337-3021 Fax (519) 337-5963**

**Pre-Authorized Payment Agreement - Tax Department**

**NOTE: THIS PLAN DOES NOT COVER SUPPLEMENTARY TAX BILLINGS**  
**ALL ARREARS MUST BE PAID IN FULL PRIOR TO IMPLEMENTATION**

<b>Roll Number:</b>	<b>3</b>	<b>8</b>	<b>3</b>	<b>1</b>	-														
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**Note:** If you own multiple properties you must complete a separate form for each property you would like included in the pre-authorized payment plan. Two PAP payments returned from the bank in a consecutive year will result in removal from the pre-authorized payment program.

**To Register:** You must return the agreement and a **VOID cheque for each roll number** (include your roll number on the cheque) 20 days prior to your first payment to the Village office at the above address: **Attention: "Tax Department"**. *The Village of Point Edward will begin the Pre-authorized payment program January 1, 2005.*

I/we (the above named owner) authorize the Village of Point Edward to debit my/our account on the due date or monthly plan, 5th day of the month. I/we understand that supplementary tax billings will be my responsibility, as they are not covered by this plan. I/we understand and agree that should two "Pre-authorized Payments" be returned from the bank in one consecutive year results in removal from the "Pre-authorized Payment Program". I/we will notify the Village of Point Edward a minimum of 20 days in advance of a payment date if I wish to start end, or make any changes made to my bank account.

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## *Pre-Authorized Payment (PAP) - 2005 Taxation Year*

The Village of Point Edward is pleased to offer a Pre-Authorized Payment Plan for payment of taxes. You have two options that give you the convenience of not having to write cheques, no overdue payments to worry about, and no line ups at the bank or municipal office.

### **Your two pre-authorized payment options are:**

#### **1. Installment (by Due Date)**

You can pay your taxes on installment due dates: March 1, July 1 or October 1 2005 (these dates are tentative and subject to change). **All arrears MUST** be paid in full prior to implementation. You may then apply to have the installment amounts withdrawn from your bank account. There is no service fee from the municipality for this program. Any bank charges are the responsibility of the applicant. Supplementary tax billings will be your responsibility, as they will not be covered under this program.

#### **2. Monthly**

An automatic withdrawal of 12 equal installments will be taken from your bank account on the fifth day of each month. All arrears **MUST** be paid in full prior to implementation. You may then apply to have equal amounts withdrawn from your bank account. The amount will be based on your previous year's taxes until the final taxes for the current year have been established. Your pre-authorized payment amount will be recalculated and you will be notified in writing of any changes. Please advise on the enrollment form which month you wish your plan to start. There is no service fee from the municipality for this program. Any bank charges are the responsibility of the applicant. Supplementary tax billings will be your responsibility, as they will not be covered under this program.

### ***How to Enroll, Change or Cancel the Pre-Authorized Payment Plan***

**To enroll:** Complete a pre-authorized payment form and return it along with a **VOID** cheque to the Village of Point Edward. **This authorization will not be required each year.**

**To change or cancel:** Please notify the Tax office at Point Edward in writing a minimum of 20 days in advance of any banking changes or withdrawal from the pre-authorized payment plan.

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### **How to Reach Us**

**Tax Office:** Village of Point Edward  
135 Kendall St.  
Point Edward, ON N7V 4G6

Telephone: (519) 337-3021  
Fax: (519) 337-5963

**Office Hours:** Monday to Friday (except statutory and civic holidays)  
8:30am to 5:00 pm

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**FOR OFFICE USE ONLY**

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