



VILLAGE OF POINT EDWARD
 135 Kendall Street
 Point Edward, ON N7V 4G6
 Phone 519-337-3021

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

Roll Number	3	8	3	1															
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Property Location: _____

Owner Name: _____

Mailing Address: _____

City: _____

Telephone No: (____) _____

Email Address: _____

Payment Type: (check one box only)

Due Date

Monthly (5th day) starting the month of: _____

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.

I/we (the above-named owner) authorize the Village of Point Edward to debit my/our account on the due date or monthly plan, the 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, it results in removal from the “Pre-authorized Payments”. 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.

 Owner Signature

 Date

 Owner Signature (If joint account)

 Date

Pre-Authorized Payment (PAP)

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 lineups at the bank or municipal office.

Your two pre-authorized payment options are:

1. Instalment (by Due Date)

You can pay your taxes on instalment due dates: March 1, July 1 or October 1 (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 You may then apply to have the instalment amounts withdrawn from your bank account.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 this program will not cover them.

2. Monthly

An automatic withdrawal of 12 equal instalments 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 enrolment form when 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 Enrol, Change or Cancel the Pre-Authorized Payment Plan

To enrol: 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 withdrawals from the pre-authorized payment plan.

How to Reach Us

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

Treasurer: Jane Qi
519-337-3021 Ext: 102
jqj@villageofpointedward.com

Office Hours: Monday – Friday (except statutory holidays)
8:30 AM – 5:00 PM

FOR OFFICE USE ONLY

Name of Canadian Financial Institution _____

Branch Address _____

City _____ Province _____

Bank # Transit # Account #