



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

Pre-Authorized Payment (PAP) Agreement

**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 #1 Name: _____

Owner #2 Name: _____

Mailing Address: Street Name: _____

City: _____ Province: _____

Country: _____ Postal Code: _____

Telephone #: _____ Cell #: _____

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 PAP plan.

To register: You must return the agreement and a **VOID cheque for each roll number** (include your property address 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 #1 Signature

Date

Owner #2 Signature (If joint account)

Date

The Village of Point Edward is pleased to offer a PAP 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. Supplementary tax billings will be your responsibility, as this program will not cover them.

Your two PAP options are:

1. Instalment (by Due Date)

You can pay your taxes on instalment due dates: March 1, July 2 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 You may then apply to have the instalment amounts withdrawn from your bank account.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.

2. Monthly (5th of month)

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 PAP 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.

How to Enrol, Change or Cancel the PAP Plan

To enrol: Complete a PAP 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 Municipal office in writing a minimum of 20 days in advance of any banking changes or withdrawals from the PAP plan.

How to Reach Us

Municipal Office: Village of Point Edward
135 Kendall St.
Point Edward, ON N7V 4G6
519-337-3021 Ext: 107
taxes@villageofpointedward.com

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

FOR OFFICE USE ONLY

Received by: _____	Current Tax \$
Date Received: _____	Paid Taxes \$ -
Entered by: _____	# of months remaining ÷
Date Entered: _____	Monthly Tax \$ Amount