



# PRE-AUTHORIZED PAYMENT PLAN AGREEMENT

*Internal use only:*

MONTHLY AMOUNT: \_\_\_\_\_

PAYMENT START DATE: \_\_\_\_\_

## 1. Owners Information

PROPERTY OWNERS:
ROLL NUMBER:
HOME #: _____ CELL #: _____
EMAIL ADDRESS:

## 2. Choose Payment Plan

MONTHLY       BY DUE DATE

## 3. Banking Information Or Attach Void Cheque:

FINANCIAL INSTITUTION:
BRANCH: _____ TRANSIT NO: _____ ACCOUNT #: _____

## 4. Plan Information

The MONTHLY payment will be calculated by the Township 3 times each year, at the start of the year, after the levy has been applied and on the last payment of the year. Any additional charges such as supplementary or omitted taxes must be paid separately. You will be notified in writing 10 days prior to any changes affecting your payment amount.

I/We have read and understood the terms of this authorization and hereby authorize the Township of Horton to debit my/our bank account on the last working day of the month of each month from the Financial Institution as noted above.

I/We may revoke authorization at any time, subject to providing written notice of thirty (30) days to the Township. It is my/our responsibility to notify the township office if the property has been sold; the plan will be immediately cancelled. For more information on my right to cancel a pre-authorized debit agreement and a sample cancellation form, I may contact my financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

I/We will inform the Township, in writing, of any change in the Account information provided above at least 10 business days prior to the last working day of the month.

I/We have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this agreement. To obtain more information on my recourse rights I may contact my financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

If the pre-authorized payment is not authorized by the Bank, the Township will levy an administration fee of twenty-five dollars (\$25.00). The returned payment and fees will be added to the next month's amount. If the pre-authorized payment is not authorized by the Bank a second time, the Township will levy the administrative fee of twenty-five dollars (\$25.00) and remove the account from the plan.

DATE

ACCOUNT HOLDER

JOINT ACCOUNT HOLDER

*The information collected on this form is being collected under the authority of Section 342 1(b) and Section 342(5) of the Municipal Act, R.S.O. and will be used for the purpose of applying pre-authorized payments to the tax account.*

**PLEASE SEND COMPLETED FORMS TO:**

[nmoore@hortontownship.ca](mailto:nmoore@hortontownship.ca) or by mail to 2253 Johnston Rd, RENFREW ON K7V 3Z8