



Pre-authorized Tax Payment Plan Authorization Form

Greater Napanee
GREATER FOR MANY REASONS

Town Hall: P.O. Box 97, 124 John Street, Napanee, ON K7R 3L4 Tel: 613-354-3351 Fax: 613-354-6545

To enrol in one of the Town of Greater Napanee's Pre-Authorized Tax Payment Plans, please complete the form below and return it to the Treasury Department at the address above.

Property Information: Roll No.: 1121 – _____ – _____ – _____ 0000

Street/ Legal Description: _____

Owner: _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____

Bank Information: (void cheque must be attached)

Bank: _____

Branch: _____ Address: _____

Account: _____

I/We hereby authorize (see below) the Town of Greater Napanee to process a debit in paper, electronic or other form from my/our account in the following manner, beginning on the month of _____:

- Monthly Plan (12 equal monthly payments): Amount of \$_____ withdrawn from January to December on the 15th or 30th [circle one] day of each month.
- Instalment Plan (4 regular payments): Amount of \$_____ withdrawn on the regular due dates for taxes (usually last Friday of February, April, June and September).

I/We acknowledge having read, understood and received a copy of the Terms and Conditions of the Pre-Authorized Payment Plan and that they form part of this authorization. I/We warrant that one or more persons whose signature(s) are required to sign on this account have signed this agreement.

Name:
Date:

Name:
Date:

Pre-authorized Tax Payment Plan Terms and Conditions



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The Town of Greater Napanee's Pre-Authorized Tax Payment Plans offer you two (2) easy ways to pay your taxes with some added benefits.

Monthly Payment Plan

- 12 equal payments to be paid January through December
- monthly payments are due on the 15th or 30th of each month only
- monthly payments must be paid by automatic debit from taxpayer's bank account
- to qualify, all property taxes must be paid in full
- January - June payments are based on 50% of the previous year's tax levy
- July - December payments are adjusted to reflect any increase/decrease in the current year's total levy
- final tax bills will include adjusted monthly payments for July through December
- on this program you will not receive an interim tax bill

Regular Instalment Payment Plan

- interim and final instalments are withdrawn on each regular instalment due date (interim payments are usually the last Friday in February and April and the final payments are the last Friday in June and Sept)

Enrolment, Bank Account Changes and Plan Cancellation

To enrol, make changes to your application or withdraw from the plan, your application or written notice is required a minimum of 15 days prior to the next scheduled payment date.

Delivery of the authorization to the payee constitutes delivery by you to the branch of the financial institution at which you maintain an account and that such financial institution is not required to verify that the payment(s) are drawn in accordance with this authorization. Termination of this authorization does/may not terminate the contract for goods or services exchanged.

Selling your property?

Your pre-authorized plan is NOT transferable. You must complete a new application form for your new home and cancel the application when you sell your home. Upon cancellation, all unpaid taxes become due and will be subject to an interest charge of 1.25 per cent on the first day of the following month and each month thereafter, until paid.

Supplementary Taxes and Additional Tax Bills

Tax bills issued for supplementary assessments and additional charges will not be withdrawn automatically. They must, however, be paid by the due date indicated on those bills or your account will be removed from the pre-authorized payment plan.

Penalties/Arrears

An administrative fee of \$25.00 will be applied to your account for payments not cleared by your financial institution. If the payment is not replaced in the specified time, you will be notified that your account has been removed from the pre-authorized payment plan.

Your account must remain current when on the plan. At such time as your account is in arrears you will be notified that your account has been removed from the pre-authorized payment plan.

Termination

The Town of Greater Napanee may, at its sole option, cancel or suspend the right to pay the tax account pursuant to this authorization:

- without notice if any cheque or other order is not paid by the financial institution;
- without notice if any electronic transfer is not completed by 3 business days; or
- otherwise on ten (10) days notice.