



## PRE-AUTHORIZED PAYMENT PLAN FOR TAX PAYMENTS

### WHAT IS A PRE-AUTHORIZED PAYMENT PLAN?

If you have a bank account with chequing privileges at any financial institution, trust company, or credit union, you can take advantage of this system. Complete and sign the authorization form at the bottom of this page, tear it off, and return it with a sample cheque marked "VOID". This will serve as the Township's authorization to automatically withdraw your tax payment from your bank account on a **MONTHLY** or **DUE DATE** basis depending on the option selected.

### OPTION 1 – EQUAL MONTHLY PAYMENTS FOR CURRENT TAXES

This option is available to taxpayers that have no arrears. Ten percent (10%) of your previous year's taxes will be withdrawn each of the first ten months (January to October). If there is an increase in the tax rate, or an adjustment for the current year, then the balance will be withdrawn in November. There will be no payment in December.

A letter will be mailed in January of each year to indicate the amounts due for the 10 monthly payments of that year. An interim bill will be issued for information purposes only, since the monthly payments cover those amounts. When the final tax bill is issued in August, it will indicate the total year's taxes as well as the payment amount due in November.

### OPTION 2 – PAYMENTS ON THE REGULAR DUE DATES

This option is for taxpayers who have no arrears and wish to continue to pay the four tax installments, but have them paid directly from their bank account. The interim and final tax bills will be issued to you, which will indicate your balance owing, as well as the due dates for the automatic payments to be withdrawn.

### OPTION 3 – MONTHLY PAYMENT OF ARREARS

This option is available to taxpayers who have arrears on their tax account. In order to implement this option, you must contact the Treasurer or Tax Collector to discuss the monthly amount that is agreed upon by both parties to ensure that the funds will be available and that the tax account is eventually paid. Interest will still be calculated on outstanding amounts. The authorization agreement should not be sent until the mutually agreed upon monthly amount is determined and written in the appropriate space. Once the tax account has been paid in full, you can then choose Option 1 or Option 2 (above).

### COMPLETE ALL INFORMATION, SIGN, TEAR OFF & RETURN TO THE TOWNSHIP OF ESSA WITH A CHEQUE MARKED "VOID" OR A COPY OF A CHEQUE MARKED "VOID"

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I hereby authorize the Township of Essa to withdraw payments from my bank account to pay my taxes in the following manner: (choose one of the following options)

- OPTION 1 - equal monthly payments January to October and the balance in November withdrawn on the last banking day of each month;
- OPTION 2 - the regular tax installments on the regular due dates;
- OPTION 3 - monthly payments in the pre-authorized amount of \$\_\_\_\_\_ to clear my arrears. This amount has been approved by the Township of Essa Treasurer or Tax Collector. Payments will be withdrawn the last banking day of each month.

Roll Number \_\_\_\_\_ Date: \_\_\_\_\_

List all Roll #'s if you own more than one property. If you do not know your Roll #, phone the Township office at (705) 424-9917, ext. 202 or 106.

Name (s) (**print**) \_\_\_\_\_

Type of Service: Personal \_\_\_\_\_ Business \_\_\_\_\_

Address \_\_\_\_\_

Phone Number: (Bus.) \_\_\_\_\_ (Res.) \_\_\_\_\_

Financial Institution: \_\_\_\_\_ Account Number: \_\_\_\_\_

Transit Number: \_\_\_\_\_ Bank Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE DO NOT FORGET TO ATTACH A COPY OF VOID CHEQUE OR A VOID CHEQUE**

