



Pre-Authorized Payment Authorization

Roll No.:	_____
Property Address:	_____
Name:	_____
Address:	_____

Postal Code:	_____
Telephone:	_____
Email:	_____

This contact information will only be used for Payment Plan purposes and will not update your tax account information.

How Can You Join?

1. Complete and sign the enrollment/authorization form below;
2. Attach your personal blank cheque marked **VOID**; and
3. Mail, email or deliver the enrollment/authorization form and your void cheque to our George St. office; on or before the fifteenth day of the month prior to the first automatic withdrawal.

**** PLEASE INITIAL THE PLAN OF YOUR CHOICE – SEE REVERSE FOR MORE DETAILS****

▽ **“C” Current Payment Plan:**
I/we authorize the Corporation of the Township of South Frontenac to process a debit, in paper, electronic or other form in the amount of (to be calculated by your Municipal Office) with reasonable latitude for adjustment beginning January 1st, of the current year and the first working day of the month thereafter with the last payment being October 1st. Please begin the automatic withdrawal starting _____ (date).

OR

▽ **“D” Due Date Payment Plan:**
I/we authorize the Corporation of the Township of South Frontenac to process a debit, in paper, electronic or other form in the amount of the installment, as shown on my tax notice, for the regular due dates of the last business day of March, June and September (residential/farm/managed forest class), of the current year or any combination or single date thereof dependant on the effective date of my enrolment. Please begin the automatic withdrawal starting _____ (date).

I/we acknowledge that I/we have read and understood all the provisions contained in the Terms and Conditions of the pre-authorized payment authorization and that I/we have received a copy.

Signature

Date

Signature

Date

What You Need To Know

“C” Plan Features:

- 10 installments withdrawn per year on the first working day of each month January-October
- Installments 1 to 6 based on 10% of the previous year’s total levy
- The last four installments are recalculated based on current year’s levy less payments received

“D” Plan Features:

- 3 installments withdrawn per year on the last working day of March, June, & September for the Residential/Farm/Managed forest class. Other tax classes subject to different dates
- The installment amounts shown on your tax bill are withdrawn on the due date

*** Under each plan you will continue to receive tax bills twice a year. Your bill will state that you are on a pre-authorized payment plan ***

Prior To Enrollment The Following Criteria Must Be Met:

- 1) Taxes are not paid on your behalf by a mortgage company: AND
- 2) Tax account is in good standing (no arrears): AND
- 3) C Plan only: Enrollment in “C” plan after the January withdrawal will require an initial payment equal to any monthly installments payable prior to your enrollment in accordance with plan terms

Terms and Conditions

I/we authorize the payee to debit my/our account as indicated on the attached **VOID** cheque under the terms and conditions agreed to by me/us with the payee until such time as written notice to the contrary is given.

I/we acknowledge that delivery of my/our authorization to the payee constitutes delivery by me/us to the branch of the financial institution at which I/we 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.

I/we will notify the Payee in writing of any changes in the account information or termination of this authorization 15 days prior to the next due date of the pre-authorized debit. Which I acknowledge as being the due date indicated on my payment plan application.

I/we understand and agree that in the event the property for which this plan is being authorized is sold or otherwise disposed of, that I/we shall be responsible for notifying The Corporation of the Township of South Frontenac (with at least 15 days advance notice) of the effective date to cease processing the pre-authorized debit.

A charge will be made by The Corporation of the Township of South Frontenac (and added to the tax account) in the event any cheque or other order is not paid by the Financial Institution or any electronic transfer is not completed due to insufficient funds in the account or any other reason. The Corporation of the Township of South Frontenac may, at its sole option, cancel or suspend the right to pay the tax account pursuant to the authorization without notice.

Supplementary/Omitted tax bills or utility bills added to the tax account cannot be paid through this program and must be paid by a separate payment.