



Amount to be paid prior to registering: _____
(Please Contact Tax Department for Amount)

Please choose one of the following:

- 12 Monthly Payments: Start Date: _____ Monthly Payment: _____
 Installments: On required due dates beginning: _____

Pre-Authorized Payment (PAP) Plan Authorization

Please note: All prior outstanding taxes must be paid. The monthly pre-authorized payment plan begins on December 1st, for the following year. To join after December 1st, all missed months must be brought up to date.

This PAP is for: Personal Property Business Property

Property Assessment Roll Number: _____

Part A – Identification

Name(s): _____

Property Address: _____

Phone (Home): _____ **Cell Phone:** _____

Phone (Business): _____ **Person's name to contact by phone:** _____

Email Address: _____

Part B – Bank Account Information

Please attach a “VOID” cheque or personalized deposit slip.

Part C - Authorization

I/We hereby authorize the Municipality of Clarington to debit my/our account for payment of my/our property taxes on either the 1st day of each month or by installment dates which I/We have indicated in the selection above. The Municipality of Clarington will inform you in writing prior to any changes in the amount being deducted.

*** I/We will advise of **any changes** including enrollment application, bank account or address change, at least **two weeks** prior to the next payment.

Authorization is to remain in effect until cancelled by either myself or the Municipality of Clarington by written notification.

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAP agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca.

Corporation of the Municipality of Clarington



To cancel plan

*** It is the taxpayer's responsibility (not your lawyer's) to inform us in writing to stop pre-authorized payments when property is sold. We will accept cancellations by mail; fax 905-623-4169 or email tax@clarington.net

You may obtain a sample cancellation form and further information on your right to cancel this agreement at your financial institution or by visiting www.cdnpay.ca.

I/We acknowledge that I/we have read and understood all the terms and conditions of the Monthly or Installment Pre-Authorized Tax Payment Plan.

Signature: _____ **Date:** _____

Second Signature (if required): _____

Personal information contained on this form is collected under the authority of the Municipal Act and will be used to maintain a record of municipal taxes. Questions about this collection should be directed to the Tax Collector, 40 Temperance Street, Bowmanville, Ontario, L1C 3A6, 905-623-3379.



Pre-Authorized Tax Payment Plan

Introduction

The Municipality of Clarington offers tax payer's two quick, easy and convenient ways to pay their taxes. You may choose from Installment due dates or 12 monthly payments. These plans are offered to you free of administrative charges.

How does the Plan work?

For the Installment Pre-Authorized Plan - Installment amounts will be deducted from the account provided on the installment dates determined each year by the Tax Collector. Each year, you will receive your Interim and Final Property Tax Bills which will indicate the amount and installment dates.

For the Monthly Pre-Authorized Plan - Monthly payments will be deducted from the account provided on the first day of each month commencing each year on **December 1**, for the following taxation year for 12 months. You will **only** receive your final property tax bill in June. Your revised payment schedule will appear on the front of your tax bill for the months of July to November indicating your equal payments for the remainder of that calendar year. Your tax bill also shows your payment schedule for the upcoming tax year which will commence on December 1 until June 1 based on an estimated tax levy from the previous year.

Regardless of which option you choose, you are automatically enrolled in the program for subsequent years.

A **Monthly** withdrawal request not honoured at the bank (i.e. Non-sufficient funds (NSF) or stop payment etc.) will be subject to a service charge. Your next payment will automatically be increased to include the dishonoured amount plus the service charge.

An **Installment** withdrawal request not honoured at the bank (i.e. Non-sufficient funds (NSF) or stop payment etc.) will be subject to a service charge. It will be the tax payer's responsibility to make an alternative method of payment, including the service charge, by the 15th of the following month or the tax account may be removed from the plan.

If **two or more** payments (Monthly or Installments) fail to be honoured, The Director of Finance/Treasurer may revoke continued enrolment in the plan as well as cancel your privilege to participate in the plan for one (1) year. Tax accounts disqualified from the program shall revert to the regular installment billing system and be subject to penalty and interest in accordance with Municipal By-Laws.

If you pay taxes through your mortgage company but wish to join one of our Plans, it is your responsibility to ask your mortgage company if they will allow you to do so.

The tax department must be notified, in writing, at least 15 days before the next withdrawal for any changes or cancellations to your PAP and/or banking information.



How do you enroll in the Plan?

1. All prior outstanding taxes must be paid.
2. Complete the "Pre-Authorized Payment Form" which allows the Municipality to automatically withdraw the applicable monthly/installment payments from your bank, trust company or credit union account.
3. Submit a void cheque or a personalized pre-authorized debit slip along with your completed application form to our office via fax 905-623-4169, email to tax@clarington.net or forward to the Municipality of Clarington, Tax Department, 40 Temperance Street, Bowmanville, ON L1C 3A6.
4. If you wish to join the Monthly Pre-Authorized Payment Plan during the year, please contact Tax Department.

It is the taxpayer's responsibility, not your lawyer's, to inform us in writing to stop the pre-authorized payment plan at least two weeks before the next payment is processed. Thank you.