

**Pre-Authorized Payment Form**

Name: \_\_\_\_\_

Property Number: \_\_\_\_\_

Phone: \_\_\_\_\_

Bank Account Type:     Chequing or Savings

(PLEASE PROVIDE A VOID CHEQUE)

\_\_\_\_\_  
Branch Name & Address

\_\_\_\_\_  
Branch Transit Number     Account Number

Authorizing Signature \_\_\_\_\_

Authorizing Signature \_\_\_\_\_

**Program Options**

**1. Tax Due Date Program**

You will be notified of the amount and exact due date as part of the regular tax billing.

**2. Tax Pre-Payment Program**

Monthly date of withdrawal \_\_\_\_\_

Amount of withdrawal \_\_\_\_\_

**3. Recurring Payment Program**

Monthly date of withdrawal \_\_\_\_\_

Amount of withdrawal \_\_\_\_\_

**1. Tax Due Date Option:**

This program allows the customer to pay their taxes on the due date each year by signing an agreement to withdraw the actual amount of the tax bill from their bank account. The tax account must be paid in full prior to the agreement. The due date of property taxes is the last business day of August.

**2. Tax Pre-Payment Option:**

This program is available to all customers who are paid in full. The program begins in September each year with a pre-determined monthly amount withdrawn from the customer's bank account. If you chose this option, you will take your total annual amount of the tax bill and divide by twelve (12) - this will be your monthly payment. These payments will be processed for twelve (12) months. Any outstanding balances/credits at the end of the 12 months will roll forward into the next year monthly payment. Interest will neither be charged nor paid. Withdraw date can either be the 15th or 30th of each month.

**3. Recurring Payment Option:**

This program can serve as a substitute for customers who currently pay their taxes by post-dated cheques. This will save these customers both the cost of their cheques and postage while adding convenience. This option is a convenient way to make monthly payments on your accounts. Interest will be charged on outstanding balances as normally applicable. The agreement must be signed indicating the monthly amount and date to be withdrawn. The amount will be automatically taken out of your bank account and transferred to your property tax account. Withdraw date can either be the 15th or 30th of each month.



**Colchester**  
be centred here.

**The  
Municipality  
of  
Colchester**

**Pre-Authorized  
Tax Payment Program**

# Attach Void Cheque

## Terms and Conditions

1. This authorization may be cancelled upon notice by me/us to Municipality of Colchester at least ten (10) calendar days before due date of the Pre-Authorized Program ( PAP).

2. "I/We acknowledge that provision and delivery of this authorization to Municipality of Colchester constitutes delivery by that bank/financial institution. Any delivery of this authorization to you constitutes delivery by me/us."

3. "I/We acknowledge that this Authorization is provided for the benefit of Municipality of Colchester and any such bank/financial institution is provided in consideration of bank/financial institution agreeing to process debits against my account in accordance with the Rules of the Canadian Payments Association."

4. "I/We undertake to inform Municipality of Colchester, in writing, of any change in the account information provided in this authorization ten (10) calendar days prior to the next due date of the PAP."

5. "I/We acknowledge that bank/financial institution is not required to verify that a PAP has been issued in accordance with the particulars of my/our authorization including, but not limited to, the amount."

6 "I/We acknowledge that bank/financial institution is not required to verify that any purpose of payment for which the PAP is

issued has been fulfilled by Municipality of Colchester as a condition to honouring a PAP issued or caused to be issued by Municipality of Colchester on my/our account."

7. Revocation of this authorization does not terminate any contract for goods or services that exists between me/us and Municipality of Colchester. My/our authorization applies only to the method of payment and does not otherwise have any bearing on the contract of goods or services provided by Municipality of Colchester.

8. "A PAP may be disputed by me/us under the following conditions:

- (i) the PAP was not drawn in accordance with my/our Authorization; or
- (ii) the authorization was revoked; or

I/We, acknowledge that a claim on the basis that my/our authorization was revoked, or any other reason, is a matter to be resolved solely between Municipality of Colchester and me/us when disputing any PAP after (90 days in the case of a personal/household PAP or 10 business days in the case of a business PAP)."

\*\*\* Under the Canadian Payment Association regulations two NSF automatic debits and you are removed from the program.