



PORT COLBORNE

City of Port Colborne

Pre-Authorized Payment Plan

Tax - Due Dates _____ or Tax - Monthly (12) _____

Water - Due Dates _____

Name: _____ Roll/Acct# _____

Name: _____

Mailing Address: _____

Property (or service)

Address: _____ (I/We hereby

authorize my/our financial institution to debit my/our account indicated below for all tax/water bills.)

(The treatment of each payment shall be the same as if I/we had personally issued a cheque authorizing payment and to debit the amount specified to my/our account.)

Telephone:(Home) _____ Cell/Bus. _____

Email address: _____

Date: _____ Signature: _____

(For a joint account, all depositors must sign if more than one signature is required on cheques.)

(By placing a signature on this agreement the taxpayer acknowledges that he or she has read, understood and agreed to all the terms of this authorization)

NOTE: Include an unsigned, personalized cheque for the account from which you want the City to withdraw your payments. Please write "VOID": in ink across the face of the cheque.

****Please attach a void cheque or financial banking information sheet (to the back of this page)****

Office Use Only:

Customer ID# _____ Start Date _____

Balance on Account \$ _____ # of Pmts Remaining _____ Initials _____



The City of Port Colborne is committed to protecting the privacy of water/wastewater and property tax customers and developing technology that provides a safe online experience. To see the City of Port Colborne Privacy Policy, please visit www.portcolborne.ca

Please save this document and email the completed form to customerservice@portcolborne.ca

HOW DOES THE PLAN WORK:

The Pre-Authorized Payment Plan enables you to pay your tax bills directly from your bank account, without having to write cheques, pay for postage or worry about missed due dates. The City does not charge for this service, however, normal bank service charges do apply.

CHOOSE THE PLAN THAT'S RIGHT FOR YOU

OPTION 1: MONTHLY

This plan runs from January to December. The first six monthly payments are based on the previous year's tax levy. The final six monthly payments are adjusted to reflect the actual taxes for the year. You will be notified of any changes in your monthly withdrawal amount. Any outstanding balances on the account as of November 15th will be included in your December withdrawal.

OPTION 2: DUE DATE

Your bills will be sent to you as usual. The instalment amount will be withdrawn from your account on the instalment due date. To have the plan in place for the current tax instalment, please ensure this application is received in our office by the 18th of the month.

WHAT IF I CHANGE CHEQUING ACCOUNTS?

If you change your bank account, inform the Finance Division in writing at least **TWO WEEKS** prior to the next payment date.

HOW CAN THE PLAN BE TERMINATED?

You may withdraw from the Plan by giving written notice at least **TWO WEEKS** prior to the next payment date. If two withdrawals from your account fail to be honoured by your financial institution in the same tax year, the Finance Division may cancel the agreement. Each time your financial institution fails to honour a withdrawal from your account, you will be assessed the City's normal NSF administration fee and late payment charges. If you withdraw from the Plan or your Plan is cancelled, all unpaid taxes become due and payable, and are subject to the standard penalties.

ANY QUESTIONS?

If you have any questions about this Plan, please call the Finance Division at **905-835-2900**.

ADDITIONAL INFORMATION REGARDING THE PRE-AUTHORIZED PAYMENT PLAN (PAP)

All monthly withdrawals are made on the first working day of each month. You will receive information on the amount of the January to June withdrawals by mail in December. For the July to December withdrawals the amount appears on your final tax bill which is mailed in June.

All due date withdrawals are made on the first business days of March, May, July and October. The amount of each withdrawal appears on the interim and final tax bills.

Any changes to your banking information are needed 14 days prior to the next withdrawal. These changes must be in writing.

This authorization may be cancelled at any time upon 14 days written notice to the City of Port Colborne Finance Division. To obtain a sample cancellation form or for more information on your right to cancel a PAD Agreement, you may contact your financial institution or visit www.cdnpay.ca.

You have certain 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 the PAD Agreement. To obtain more information on your recourse rights, you may contact your financial institution or visit www.cdnpay.ca.

These withdrawals relate to the payment of property taxes and are considered Personal PAD's.

Personal information on this form is collected as authorized by MFIPPA and will be used to manage our Pre-Authorized Chequing Plans.