



Come for a visit. Stay for a lifestyle.

Summary of Information	
Property Address	
Roll Number	
Start Date: YYYYMMDD	
Amount	
Water/Sewer Account #	
Start Date: YYYYMMDD	

**Municipality of Trent Hills
Pre-Authorized Payment Plan (PAP) Application/Agreement**

This program provides options for tax payments and water/sewer account payments to be automatically withdrawn from your bank account.

Part A-Instructions	
1.	Pay your current bill To enrol in the program, all taxes and water/sewer accounts must be paid to date.
2.	Complete Parts B to D and review Part E of the Application/Agreement All joint account holders must sign this Application if account requires two signatures.
3.	Attach unsigned cheque marked "VOID" If you do not have a void cheque, submit a banking letter from your financial institution detailing your bank account information. Line of credit accounts or credit card cheques are not acceptable. Funds must be drawn on a Canadian branch of a Canadian Financial Institution.
4.	Submit Application/Agreement within 10 business days prior to the next due date <ul style="list-style-type: none"> • By email to lisa.vandervoet@trenthills.ca (include void cheque and scanned copy of page 1 and 2) • By fax to: 705-653-5203 • By mail or in person at: Municipality of Trent Hills, PO Box 1030, 66 Front St. S., Campbellford ON K0L 1L0 • Questions: Phone 705-653-1900 extensions 231, 229, 223, or 230

Part B-Applicant Contact Information	
Name (s):	
Address:	
Address:	
Phone Number:	()

Part C-Plan Type	
<input type="checkbox"/> Monthly-Taxes	Property taxes paid by 12 automatic withdrawals per year
<input type="checkbox"/> Monthly-Taxes	Property taxes paid by 12 automatic withdrawals per year-new homes only
<input type="checkbox"/> Instalment-Taxes	Property taxes paid by 4 automatic withdrawals per year
<input type="checkbox"/> Instalment-Water & Sewer	Water and Sewer account paid by automatic withdrawals on the billing due dates

Part D-Declaration		
I/We authorize the Municipality of Trent Hills to withdraw from my/our bank account as outlined in this Agreement.		
Signature 1:		Date (YYYYMMDD):
Signature 2:		Date (YYYYMMDD):

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of processing the Pre-Authorized Payment Plan. Enquiries regarding the collection of this information may be directed to the Office of the Clerk/Freedom of Information Coordinator, Municipality of Trent Hills, 66 Front Street South, Campbellford, ON K0L 1L0 705-653-1900

General

- How to Cancel a Plan or Change Information:** The Municipal Office must be notified in writing at least 10 business days prior to the next due date of the Pre-Authorized Payment of any change in the information provided. Cancellation of the Pre-Authorized Plan will result in the account being subject to penalty/interest.
- Non-sufficient funds (NSF):** The Municipality of Trent Hills' processing financial institution will attempt withdrawal on the appropriate date, and if required, a second attempt will follow 5 business days later. If the second attempt is not successful, service charges and penalty will be applied to the appropriate account (Tax Account or Water & Sewer Account) and disqualification in the Pre- Authorized Payment Program will occur.
- This Agreement is not transferable.** If you acquire a new property, you must complete a new application.
- Recourse Rights:** You have certain recourse rights if any withdrawal amount 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 agreement. To obtain more information on your recourse rights, contact your financial institution or visit [Canadian Payments Association](http://www.cdnpay.ca) online (www.cdnpay.ca).

Monthly Plan

- Interim Notice:** Participants who signed up for the plan prior to January 1st of the year in question, or are remaining on the plan from the previous year, will receive a mailed out notice in mid- November. The notice will indicate the seven (7) monthly payment amounts from November to May. Amounts will be withdrawn on the 30th day of each month. February will be withdrawn on the 28th day each year.
- Final Notice:** Participants will receive a mailed out notice in mid-June. The notice will indicate the five (5) monthly payment amounts from June to October. Amounts will be withdrawn on the 30th day of each month.
- Additional property taxes** resulting from supplementary/omitted assessments pursuant to section 33 or 34 of the Assessment Act will **NOT** be automatically added to your plan. These amounts must be paid separately. Alternatively, call the Tax Office if you wish to add the additional taxes to your monthly plan.
- Reductions to property taxes** payable as a result of assessment changes pursuant to section 32, 39.1, 40 or 46 of the Assessment Act and/or tax appeals under section 334, 357 or 358 of the Municipal Act, 2001 will be reflected in the balance of all scheduled monthly payments as indicated on the notification received when the change is processed by the Tax Office.

Instalment Plan-Taxes

- The Municipality of Trent Hills will mail Interim and Final Tax Notices showing each instalment amount that will be debited from your bank account on the original date the four instalments are due.
- Additional property taxes** resulting from supplementary/omitted assessments pursuant to section 33 or 34 of the Assessment Act will be automatically added to your plan and deducted on the supplementary/omitted Tax Notice Due Dates.

Instalment Plan-Water & Sewer

- The Municipality of Trent Hills will mail Water & Sewer bills showing amount due that will be debited from your bank account.

FOR OFFICE USE ONLY

Date Received:		PLAN ID: TXBUD	TXPAP	WSPAP	TXTMP
Effective Date Tax:		Postal Code Sort			
Effective Date Water:		Bank Information			
Processed Date:		Penalty Exempt			
Revocation Date:		Omit Arrears Letter Printing			