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This program provides options for tax payments and water/sewer account payments to be automatically withdrawn from your bank account.

<b>Part A-Instructions</b>	
1.	<b>Pay your current bill</b> To enrol in the program, all taxes and water/sewer accounts must be paid to date (current).
2.	<b>Complete Parts B to E and review Part F of the Application/Agreement</b> All joint account holders must sign this Application if the account requires two signatures.
3.	<b>Attach unsigned cheque marked "VOID"</b> 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.	<b>Submit Application/Agreement within 10 business days prior to the next due date</b> <ul style="list-style-type: none"> <li>By email to <a href="mailto:pap@trenthills.ca">pap@trenthills.ca</a> (include void cheque and scanned copy of page 1 and 2)</li> <li>By fax to: 705-653-5203</li> <li>By mail or in person at: Municipality of Trent Hills, PO Box 1030, 66 Front St. S., Campbellford ON K0L 1L0</li> <li>Questions: Phone 705-653-1900 extension 231</li> </ul>

<b>Part B-Applicant Contact Information</b>	
Name (s):	
Mailing Address:	
Mailing Address:	
Phone Number(s):	(      )

<b>Part C – Property and Account Information</b>	
Property Address:	
Roll Number:	1435
Water/Sewer Account:	
Plan Start Date:	

<b>Part D-Plan Type</b>	
<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- <b>new construction</b>
<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

<b>Part E-Declaration</b>		
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.

**FOR OFFICE USE ONLY:**

Date Received:		PLAN ID:	<b>TXBUD</b>	<b>TXPAP</b>	<b>WSPAP</b>	<b>TXTMP</b>
Effective Date Tax:		Postal Code Sort	<input type="checkbox"/>	Omit Arrears Letter Printing <input type="checkbox"/>		
Effective Date Water:		Bank Information	<input type="checkbox"/>	Update Customer Count <input type="checkbox"/>		
Processed Date:		Penalty Exempt	<input type="checkbox"/>			
Revocation Date:						

**General**

1. **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.
2. **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.
3. **This Agreement is not transferable.** If you acquire a new property, you must complete a new application.
4. **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).

**Pre-Authorized Plan Information**

**Property Taxes-Monthly Plan**

This Plan is twelve monthly withdrawals on the 30<sup>th</sup> of each month, January to December of each year. The exception to the 30<sup>th</sup> of each month is February and this withdrawal will occur on the 28<sup>th</sup> of February, each year.

The Municipality of Trent Hills will issue two Pre-Authorized Budget Plan letters throughout the year indicating the monthly payment amount.

Additional property taxes resulting from supplementary/omitted\* assessments will **not** be automatically added to your monthly plan. These amounts must be paid separately. Alternatively, call the Tax Office if you wish to add the additional taxes to your Monthly Plan amount.

**Property Taxes-Instalment (Due Date) Plan**

The Municipality of Trent Hills will mail Interim and Final Tax Notices showing each instalment amount that will be withdrawn from your bank account on the original date the four instalments are due.

Additional property taxes resulting from supplementary/omitted\* assessments **will be** automatically added to your Due Date Plan and withdrawn from your account on the supplementary/omitted Tax Notice Due Dates.

**Water & Sewer-Instalment (Due Date) Plan**

The Municipality of Trent Hills will mail Water & Sewer bills showing amount due that will be withdrawn from your bank account on the billing due date.

\* Supplementary/Omitted assessments result in tax bills generated by the Municipality after notification from MPAC that your property's assessed value or classification changed because of improvements to your property or a change in its use. These tax bills are in addition to any other tax bills that have been issued.

Reductions to property taxes payable as a result of assessment changes will be reflected in the balance of all scheduled payments as indicated on the notification received when the change is processed by the Tax Office.