

## APPLICATION FOR PRE-AUTHORIZED PAYMENT PLAN (PAP): PROPERTY TAXES

### PAP OPTIONS:

- **10 Month Plan** – Your tax levy is divided into 10 equal payments. This amount is deducted directly from your bank account on or about the **15<sup>TH</sup> day** of each month from January to October. The monthly payments from January to June are based upon previous year's taxes **but may change** when the Final Tax billing has been issued late June. The last four payments will then be based upon current year taxes. Your Tax Bill will be sent to you for your records with a note: **"DO NOT PAY – You are on our PAP Plan"**
- **Installment Due Dates Only Plan** – The exact amount of the installment will be deducted directly from your bank account four times per year, on the due date(s) (last business day in March, May, July and September). Your Tax Bill will be sent to you for your records with a note: **"DO NOT PAY – You are on our PAP Plan"**

### WHO MAY ENROLL?

- Your tax account must have no arrears
- You do not pay your taxes with your Mortgage Holder

There are no fees to enroll and the tax account is penalty exempt.

### TERMS & CONDITIONS:

- Once you have enrolled, you will automatically remain in the program until you choose to withdraw.
- If, for any reason, you wish to be removed from the payment plan, if your banking information changes, or you are moving (even if it is within the Township), **YOU MUST** notify the Finance department thirty (30) days prior to the next pre-authorized payment. Please complete the **PAP Cancellation/Change Form**.
- If, **FOR ANY REASON**, a payment is returned by your bank, you will be subject to a **\$25.00** NSF charge. A letter will be sent to you with payment due in addition to the administrative fee. If any two (2) payments should be returned, your enrollment in the Pre-Authorized Payment Plan will be terminated and a written notice will be provided within thirty (30) days of the next preauthorized payment.
- Any additional tax billings issued during the year are due and payable on the dates as shown, and must be paid separately to the Township.
- Township of Adjala Tosorontio is in compliance with Payments Canada Rule H1.

**FOR FURTHER INFORMATION, CONTACT FINANCE**

**7855 Sideroad 30, Alliston, Ontario L9R 1V1, Phone 705-434-5055, Email [finance@adjtos.ca](mailto:finance@adjtos.ca)**



**PREAUTHORIZED PAYMENT PLAN (PAP): PROPERTY TAXES**

**COMPLETE ALL INFORMATION, SIGN & RETURN WITH A CHEQUE MARKED "VOID".**

I hereby authorize the Township of Adjala-Tosorontio to withdraw payments from my bank account to pay my taxes in the following manner: (choose one of the following options)

- OPTION 1 – 10 (ten) monthly payments January to October;
- OPTION 2 - the 4 tax installments on the regular due dates  
(March, May, July, September)

\*PLEASE PRINT

Roll Number: 4301 \_\_\_\_\_

List all Roll #'s if you own more than one property.

Name (s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

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

Email: \_\_\_\_\_

Financial Institution Name: \_\_\_\_\_

Financial Institution Account Number: \_\_\_\_\_

Financial Institution Transit Number: \_\_\_\_\_ (5 digits)

Bank Number: \_\_\_\_\_ (3 digits)

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***PLEASE DO NOT FORGET TO ATTACH A BLANK, UNSIGNED CHEQUE MARKED "VOID"***