



**Municipality of the Township of St. Clair**

1155 Emily Street

Mooretown ON N0N 1M0

Phone (519)867-2024 Fax: (519)867-5509

**Pre-Authorized Payment Agreement**

**NOTE: THIS PLAN DOES NOT COVER SUPPLMENTARY TAX BILLINGS  
ALL ARREARS MUST BE PAID IN FULL PRIOR TO IMPLEMENTATION**

<b>Roll Number:</b>	<b>3</b>	<b>8</b>	<b>0</b>	<b>5</b>	-														
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Property Location: \_\_\_\_\_

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

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone No: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Payment Type: (check one box only)

- Due Date
- Monthly (15<sup>th</sup> day) starting the month of: \_\_\_\_\_

**Note:** If you own multiple properties you must complete a separate form for each property you would like included in the pre-authorized payment plan. Two PAP payments returned from the bank in a consecutive year will result in removal from the pre-authorized payment program.

**To Register:** You must return the agreement and a **VOID cheque for each roll number** (include your roll number on the cheque) 20 days prior to you first payment to the Township office at the above address: **Attention: "Tax Department"**.

I/we (the above named customer) authorize the Township of St. Clair to debit my/our account on the due date or monthly plan, 15<sup>th</sup> day of the month. I/we understand that supplementary tax billings will be my responsibility, as they are not covered by this plan. I/we understand and agree that should two "Pre-authorized Payments" be returned from the bank in one consecutive year results in removal from the "Pre-authorized Payment Program".

I/we will notify the Township of St. Clair a minimum of 20 days in advance of a payment date if I wish to start, end, or any changes to my bank account.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature (if joint account)

\_\_\_\_\_  
Date

**PRIVACY:** Personal information is collected for pre-authorized payments on property taxes to the Corporation of the Township of St. Clair under the authority of the Municipal Act. The Corporation of the Township of St. Clair does not share your personal information with any other agency for any purpose.

## *Pre-Authorized Payment (PAP)*

The Township of St. Clair is pleased to offer a Pre-Authorized Payment Plan for payment of taxes. You have two options that give you the convenience of not having to write cheques, no overdue payments to worry about, and no line ups at the bank or municipal office.

### Your two pre-authorized payment options are:

#### 1. Installment (by Due Date)

You can pay your taxes on installment due dates and are due in the following months: March, May, August and October (these dates are tentative and subject to change). **All arrears MUST** be paid in full prior to implementation. You may then apply to have the installment amounts withdrawn from your bank account. There is no service fee from the municipality for this program. Any bank charges are the responsibility of the applicant. Supplementary tax billings will be your responsibility, as they will not be covered under this program.

#### 2. Monthly

An automatic withdrawal of 12 installments (based on an 11 month calendar year; i.e. annual taxes of \$2,000/11 = \$181.81 monthly payment) will be taken from your bank account on the fifteenth day of each month. The December 15<sup>th</sup> payment will be adjusted to pay any remaining balance for the current year taxes in full. All arrears **MUST** be paid in full prior to implementation. The payment amount will be based on your previous year's taxes until the final taxes for the current year have been established. Your pre-authorized payment amount will be recalculated and you will be notified in writing of any changes. Please advise on the enrollment form which month you wish your plan to start. There is no service fee from the municipality for this program. Any bank charges are the responsibility of the applicant. Supplementary tax billings will be your responsibility, as they will not be covered under this program.

### *How to Enroll, Change or Cancel the Pre-Authorized Payment Plan*

**To enroll:** Complete a pre-authorized payment form and return it along with a **VOID** cheque to the Township of St. Clair. **This authorization will not be required each year.**

**To change or cancel:** Please fill out the Pre-Authorized Tax Change Payment Form available on the website a minimum of 20 days of any banking changes or withdrawal from the pre-authorized payment plan.

#### How to Reach Us

**Tax Office:** Township of St. Clair Tax Office  
St. Clair Civic Centre  
1155 Emily Street  
Mooretown ON N0N 1M0  
Telephone: (519)867-2024  
Fax: (519)867-5509

**Office Hours:** Monday to Friday (except statutory and civic holidays)  
8:30am to 4:30pm

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#### FOR OFFICE USE ONLY

Name of Canadian Financial Institution \_\_\_\_\_

Branch Address \_\_\_\_\_

City \_\_\_\_\_

Province \_\_\_\_\_

Bank #

Transit #

Account #

Delivered in person, and discussed PAP procedure  
 Delivered by mail or drop box.