



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**

Roll Number:	3	8	0	5	-														
---------------------	----------	----------	----------	----------	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Property Location: _____

Customer Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone No: (____) _____ Email: _____

Payment Type: (check one box only)

Due Date
 Monthly (15th 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, 15th day of the month. I/we understand that supplementary tax billings will be my responsibility, as they are not covered by this plan. For the monthly option, I understand that if my taxes are reduced that the monthly amount will remain unchanged unless requested by myself. 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.

2. Monthly

An automatic withdrawal of 12 payments which is calculated twice a year based on billing amounts. These will be calculated at the Interim Billing and the Final Billing. These amounts will be taken from your bank account on the fifteenth day of each month. The December 15th payment may be adjusted to pay any remaining balance for the current year taxes in full. All arrears **MUST** be paid in full prior to implementation.

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

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.