

**PRE-AUTHORIZED TAX PAYMENT PLAN
AUTHORIZATION AGREEMENT
CANADIAN BANKING INSTITUTIONS ONLY**



I/we, the undersigned, hereby authorize The Municipality of Adelaide Metcalfe and the financial institution identified below (or any other financial institution I/we may authorize at any time) to draw payments from the account (identified below) payable to The Municipality of Adelaide Metcalfe for payment of property taxes and amounts added to the tax roll.

Please print your responses

Name			Phone#				Daytime Phone#							
Property Address						Mailing Address (if different from property)								
Roll #	3	9	4	6										

Digits only no dashes

Financial Institute

Institution Number			Branch Number (Transit)				Account Number						

Payment Details – check one

<input type="checkbox"/> Monthly property tax amounts on the 20 th of each month (Feb to Nov)	<input type="checkbox"/> Due date property tax amount
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Authorizing Signature if more than one signature is required for the bank account, all must sign this agreement

Signature 1	Signature 2
Email address	Date ((YYY-MM-DD))

Before Submitting your completed application, please ensure that you have:

- Attached an unsigned cheque marked VOID.
- Identified your chequing account number on the application form.
- Signed your application form.
- Prepare a separate application for each property you want to enroll in the Pre-Authorized Payment Plan.

Return form to: Township of Adelaide Metcalfe
2340 Egremont Drive
Strathroy, ON N7G 3H6
Phone: 519-247-3687 Fax: 519-247-3411 Email: taxes@adelaidemetcalfe.on.ca

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**Pre-Authorized Payment Plan Terms &
Conditions**

▪ **Pre Notification of Amounts**

Monthly Amounts: The Municipality will provide written notice of the amount to be debited and the date of the debit at least 10 calendar days before the date of the first debit and every time there is a change in the amount or payment date.

Variable (Due Date only) Amounts: The Municipality will provide written notice of each amount to be debited and the date of the debit at least (10) calendar days before the date of each debit. The tax notice will serve as notice of the amount to be debited.

*Ten monthly payments will be deducted on the 20th of each month. If the 20th falls on a Saturday, Sunday or holiday, the withdrawal will be on the next working day.

▪ **NSF Charges**

In the event that a payment is returned from the bank non-sufficient funds (NSF), the Township will charge the Customer the administration charge according to current policy.

▪ **Rights of Dispute**

The Customer may dispute a debit under the following conditions: (i) the debit was not drawn in accordance with this Authorization; (ii) this Authorization was revoked or cancelled; or (iii) pre notification (as set out in Paragraph 2 above) was not received.

In order to be reimbursed, the Customer must complete a Declaration Form at the above indicated branch of the Bank up to and including: (i) 90 calendar days (in the case of a *Personal/Household* debit), or (ii) 10 calendar days (in the case of a *Business* debit), after the date on which the debit in dispute was posted to the Customer's account.

The Customer acknowledges that disputes after the above noted time limitations are matters to be resolved solely between the Township and the Customer.

▪ **Terms of Authorization to Debit the Above Account**

The Bank is not required to verify that any debits drawn by the Township are in accordance with this Authorization or the agreement made between the Customer and the Township.

It is acknowledged that in order to revoke this Authorization the Customer must provide written notice to the Township. This Authorization may be cancelled at any time upon written notice by the Customer to the Township. This Authorization applies only to a method of payment and cancellation of this Authorization does not mean that the Customer's contractual obligations to the Township are ended.

The Customer will notify the Township promptly in writing if there is any change in the above account information.

Any delivery of this Authorization to the Township constitutes delivery by the Customer to the Bank. **It is warranted by the Customer that all persons whose signatures are required to sign on the above account have signed this Authorization.** The Customer acknowledges having retained a signed copy of this Authorization for their records.