



The Corporation of the Municipality of Strathroy-Caradoc
 52 Frank Street Strathroy, Ontario N7G 2R4
 Phone: 519-245-1070 Fax: 519-245-2177
www.strathroy-caradoc.ca

PRE-AUTHORIZED PROPERTY TAX PAYMENT PROGRAM

I/we hereby authorize the below Financial Institution to debit my/our account each month or four (4) annual instalments as indicated on the enrollment plan below for all payments payable to The Corporation of the Municipality of Strathroy – Caradoc. I/we accept the terms and conditions herein defined and authorize The Corporation of the Municipality of Strathroy-Caradoc to begin deductions for payments of my/our property tax account for the amount specified. I/we ensure that the funds will be available to cover the withdrawal and that insufficient funds will result in finance charges as applicable, and possibly cancellation of my/our enrollment in the payment plan.

This authority is to remain in effect until The Corporation of the Municipality of Strathroy – Caradoc has received written notification from me/us of the change or termination. The notification must be received at least ten (10) business days before the next debit is scheduled at the civic address provided below. I/we may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnpay.ca.

The Corporation of the Municipality of Strathroy – Caradoc may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least ten (10) days prior written notice to me/us.

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with the PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.cdnpay.ca.

PLEASE PRINT

Date: _____

Yes, please enroll me in the: Four (4) instalment plan withdrawal by tax bill due date
 Twelve (12) instalment plan withdrawal on the last day of each month

Yes! Sign me up for E-send to receive Tax Bills & Letters by email. Email: _____

Name(s): _____ Roll Number: 39 16 _____

_____ Phone Number _____

Civic Address To Be Set Up: _____

Mailing Address (if different from above) _____

Banking information

Financial Institution (FI): _____ Type of Service: Personal _____ Business _____

FI Transit Number _____ FI Branch _____ FI Account # _____

To ensure accuracy, please enclose a copy of your void cheque or bank form.

Bank Address _____ Bank Phone Number: _____

I have read and agreed to the terms and conditions: _____ Effective Date: _____

Authorized Signature(s): _____

REMOVAL OF THIS PLAN IS THE RESPONSIBILITY OF THE PROPERTY OWNER NOT THE LAWYER

Our customer service representatives can answer your questions at 519-245-1070 extension 222 or contact us by email taxes@strathroy-caradoc.ca

FOR OFFICE USE ONLY – Monthly Rate: _____ Withdrawal Date: _____ Arrears: Yes No
 Mortgage: Yes No Letter Sent: Yes NO Assessed: Yes No Customer ID _____

PRE-AUTHORIZED PROPERTY TAX PAYMENT PLAN (PAP) TERMS and CONDITIONS

The Pre-Authorized Property Tax Payment Program enables you to pay your tax bills directly from your bank account, without having to write cheques, pay for postage or worry about missed due dates. Municipality of Strathroy – Caradoc does not charge for this service.

- 1) Customer must be current owner of the property being set-up for Pre-authorized. Please provide copy of “Land Transfer Deed” or Lawyers letter if this is newly purchased property.
- 2) You may enroll and remain in the program if your property taxes are paid up to date. If your property is a vacant building lot, you may not enroll in the program, until a home has been built and fully assessed for one year.
- 3) If payment is returned NSF, you will be notified by letter that your account will be automatically removed from our Pre-Authorized payment plan unless payment is replaced within 10 days of date of letter. (NSF charges will be applied in accordance with Council By-Law in effect at the time.) Subscribers to the plan who have 3 payments returned in a year will become ineligible to continue on the plan. Once your plan is cancelled, all unpaid taxes become due and payable, and is subject to the standard penalties.
- 4) If you change your Banking information, or terminate the Pre-Authorized Payment Plan, you must advise The Municipality of Strathroy-Caradoc in writing by the 1st of the month in which the change is to take effect. If written notification is not received, we will continue to take the monthly withdrawal until such notification is received.
- 5) Option 1
Your bills will be sent to you as usual. The installment amount will be withdrawn from your account on the instalment due date or the next banking day. To have the plan in place for the current tax installment, please ensure this application is received in our office 10 days prior to due date.

Option 2
Payments will be deducted from your bank account on the last day of each month or next banking day to follow.
- 6) Tax bills will be mailed to you for information only. Final tax bills should be kept for income tax purposes.
- 7) Supplementary tax billings issued for additional taxes due to improvements or new buildings will not be included in the pre-authorized plan and must be paid by a separate payment.

PRIOR TO SUBMITTING APPLICATION

- 1) Ensure you have signed and completed the application form and attach an unsigned cheque (or photocopy) marked VOID or bank form with your banking information on it.
- 2) A separate application must be completed for each property you want to enroll in the Pre-Authorized Payment Plan.
- 3) Ensure your property taxes are not being paid by a Mortgage Company. If your taxes are paid by a Mortgage Company, you must obtain and submit written discharge notification prior to being set-up on Pre-Authorized.

DISCLAIMER

Upon approval, Option 1 plan will receive a stamped PAP, or Option 2 plan will begin as of the date indicated in your confirmation letter.