



**Property Taxes
Pre-Authorized Debit (PAD) Agreement**

Landowner Information

Roll Number (Property Taxes): 3140 _____

Billing Name: (Please Print) _____

Property Address: _____

Mailing Address (if different from property): _____

Phone: _____ Email: _____

Payment Options

Property Tax:

Option 1: Equal monthly payments for current year – based on annual taxes. Payments are on the 15th of the month or on the next business day **or** on the instalment due dates in March, June, September and November (third Wednesday of the month).

Option 2: Payments on regular instalment due dates – 4 payments per year on the instalment due dates in March, June, September and November (third Wednesday of the month).

Bank Account Information

In order to verify your banking information, please return completed form with either of the below options:

Personal cheque marked void is attached.

Electronic Funds Transfer Form from financial institution is attached.

Application Deadlines

The enrollment period occurs twice a year:

Application for Interim Tax Bills are due by **November 30th**.

Application for Final Tax Bills are due by **June 30th**.

Completed forms can be mailed, submitted in person, or emailed to taxes@northperth.ca.

The Municipality of North Perth will give 10 days written notice of the amount of each PAD instalment and changes in amount to the monthly PAD.

I/we authorize the Municipality of North Perth and the financial institution identified in the attached to debit my/our bank account for payment of property taxes and agree to the Terms & Conditions.

This authority is to remain in effect until the Municipality of North Perth has received written notification at least 10 days before the next debit is scheduled, to the Finance Department (see below). A cancellation form can be found on the Municipality of North Perth's website. For more information on your right to cancel a PAD Agreement, contact your financial institution or visit www.payments.ca.

Municipality of North Perth, 330 Wallace Ave. N., Listowel, ON N4W 1L3

Phone: 519-291-2950 or Email: taxes@northperth.ca

Important: Account Holders with PAD Agreements will still receive property tax bills from the Municipality of North Perth. **It is important to keep your final tax bill for income tax purposes.** If you are audited by the Canada Revenue Agency, bring your final tax bill to the Municipal Office to be stamped to indicate taxes have been paid in full. If you do not keep your final tax bill and require a Statement of Tax Account or re-print of your tax bill, there is a fee of \$10.00.

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

Signature of Account Holder:

Signature of Joint Account Holder:

Signature

Signature

Date

Date

If more than one signature is required on your bank account, all account holders are required to sign this authorization.