



# Pre-Authorized Payment Plan Change Form

## Section 1 – Property and applicant information

Assessment roll number: 1970\_\_\_\_000\_\_\_\_.0000 \_\_\_\_

Street address: \_\_\_\_\_

City/town: \_\_\_\_\_ Postal code: \_\_\_\_\_

Property owner name (first, last): \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Property owner name (first, last): \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

## Section 2 – Plan information

☐ New

If new, monthly plan type

☐ First day of the month ☐ Fifteenth day of the month ☐ Instalment plan

☐ Cancellation Effective date \_\_\_\_\_

☐ Banking information change

## Section 3 – Financial institution information

Type of bank account to be registered: ☐ Personal ☐ Business

☐ Enclosed with this application is a void cheque or direct deposit form clearly indicating the bank transit (5-digit), financial institution (3-digit) and account number.



Name of financial institution: \_\_\_\_\_

Transit number: \_\_\_\_\_ Institution number: \_\_\_\_\_ Account number: \_\_\_\_\_

You, the Payor, authorize the Town of Georgina to debit the bank account identified above for the regular monthly recurring amount on the requested date as noted on plan type or on the next business day. You, the Payor, confirm that you have authority under the terms of your account agreement to authorize the debit.

You, the Payor, may revoke your authorization at any time in writing subject to providing notice of two weeks. The Town of Georgina may also cancel the agreement on not less than five day's notice to you.

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

Start date: \_\_\_\_\_ Payment amount: \_\_\_\_\_

We, the applicant, have certain recourse rights if any debit does not comply with this agreement. For example, we, the applicant, have the right to receive reimbursement for a PAP that is not authorized or is not consistent with this PAP agreement. To obtain more information on my recourse rights we may contact my financial institution or visit [payments.ca](http://payments.ca).

#### **Section 4 – Submit application**

Mail: Town of Georgina

Fax: 905-476-8100

Tax and Revenue Department

Email: [revenue@georgina.ca](mailto:revenue@georgina.ca)

26557 Civic Centre Rd.

Keswick, ON L4P 3G1

Personal information on this form is collected under the authority of the Municipal Act 2001, SO 2001, c. 25 and will be used to process your application. Questions about the collection of this personal information should be directed to the Tax and Revenue Division at 905-476-4301.

## **Section 5 – Important program information**

- All applications must include a void cheque or direct deposit form.
- There is no service charge for participating in the plan.
- You can sign up at any time of the year.
- Once enrolled, you will remain on the plan until you choose to cancel by submitting a cancellation form.
- Your monthly amount will change twice a year, January and July.
- You will receive a letter in December confirming your monthly amount for the interim period.
- Your payment will be reviewed in June of each year when the budgets are set. You will receive the final tax bill with notice of any adjustment to your payment based on the actual taxes.
- If your taxes are not up to date, you may still sign up for the plan. We will calculate a payment to pay your arrears plus the current taxes. Penalty and interest is added to your account until it is current.
- Line of credit accounts and credit card cheques cannot be used for pre-authorized payment plan
- You can make changes to the plan or cancel your plan at any time by filling out the cancellation/change portion of the application.
- There will be a \$40 processing fee for payments marked insufficient funds. A third returned payment will cancel your plan and outstanding amounts will become due immediately.
- If you are selling your property, you must provide our office with a written request to cancel the plan. Ownership changes are not always received in a timely manner and a delay may result in additional payments being withdrawn from your account.