



**PRE-AUTHORIZED PAYMENT PLAN
ENROLLMENT FORM**

**Town of Penetanguishene
10 Robert St. W., Box 5009
Penetanguishene, ON L9M 2G2
Tel 705-549-7453 Fax 705-549-3743
Email: finance@penetanguishene.ca**

The Town of Penetanguishene offers a Pre-Authorized Payment Plan for Property Taxes and Utility Billing (Water & Sewer) payments. Select one of the following three options.

OPTION 1 – Payments of Regular Installments (on Due Dates)

Under this option, the amount of the regular installments for both Taxes and/or Utility Billing (Water & Sewer) will be deducted from your bank account **on the day it is due.**

OPTION 2 – Equal Monthly Payments for Current Taxes

Under this option, if your taxes are current, we will deduct six equal monthly payments based on your previous year's taxes from January through to June, and six equal monthly payments based on the balance of the current year's taxes from July through to December. Withdrawals are **on the last business day of each month.**

OPTION 3 – Monthly Payment of Tax Arrears

Please contact the Finance Department to discuss your particular situation. The amount of the monthly payment under this option must be sufficient to clear off the arrears within a reasonable amount of time. Withdrawals are **on the last business day of each month.**

HOW TO ENROLL

Fill in the attached form and return it to the Municipal Office along with a VOID cheque. If you own more than one property in Town, please complete a separate form for each property. Your authorization will continue from year to year. You may cancel your authorization at any time with 30 days written notice to the Finance Department. Likewise if you change bank accounts, please notify the Finance Department in writing 30 days in advance of the change. **We regret that we are unable to stop payments after the 25th of each month.**

PENALTIES AND CHARGES

If a payment does not clear your bank account, we reserve the right to remove you from the plan with written notice. In addition, **an administrative charge based on the current Fees & Charges By-Law** will be imposed and penalty charges will be added to your Tax and/or Utility Billing (Water & Sewer) account.

Name(s): _____

Tax Roll #: 4372 _____

Water/Sewer Account: _____

Property Location: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Start Date : _____

I hereby authorize the Town of Penetanguishene to withdraw payments from my bank account to pay:

Water/Sewer Bills
(Quarterly payments only)

Property Tax
(Check one option below)

Please choose one of the options below for property tax payments. Water/Sewer bill payments are quarterly based on the due date on each bill.

Option #1 . Payment of Regular Installments _____

Option #2 . Equal Monthly Payment _____

Option #3 . Equal Payment (Tax Arrears) _____

Signature: _____ **Date:** _____

PLEASE ATTACH A VOID CHEQUE