

**TAX PREAUTHORIZED WITHDRAWAL**

Date: \_\_\_\_\_

Tax Roll #: \_\_\_\_\_ Municipal Address: \_\_\_\_\_

Owner: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Please add me to the Tax Preauthorized monthly payment plan effective \_\_\_\_\_

My monthly payment will be: \_\_\_\_\_

Payments will be applied on the 15<sup>th</sup> of the month.     Personal     Business

\_\_\_\_\_  
Home Owner (print & sign)

**Please attach void cheque.**

**Monthly Tax Payment Plan**

**Terms and Conditions**

- 1) The Monthly Tax Payment Plan (MTPP) runs from January to December of each tax year and continues each year unless cancelled by written notification. Applicants do not need to enroll each year.
- 2) The deadline to apply for the MTPP is June 30<sup>th</sup> of each year for the current tax year. An authorization form must be signed and be accompanied with a void cheque or authorization form from the applicant's financial institution.
- 3) In order to sign up all tax arrears must be paid and all current year taxes paid for the months prior to the first withdrawal month prior to the initiation of the MTPP.
- 4) No tax discounts will be granted for the pre-payments of January to June and no tax penalties will be levied, while on the MTPP, with an account in good standing.
- 5) Payments will be withdrawn from the Applicant's bank account on the 15<sup>th</sup> of each month.
- 6) Payments for the months of January to June will be based on the previous year's taxes divided by 12 months. Payments for the months of July to December will automatically be adjusted based on the current year tax levy ensuring all taxes will be paid in full by the end of December.
- 7) It is the responsibility of the Applicant to monitor payments withdrawn from their bank account and to contact the Town in the event of a discrepancy.
- 8) Any payments withdrawn from the account that are dishonored by the Applicant's financial institution by reason of non-sufficient funds, stop payment, account closure, etc. will be subject to the Town of Innisfail NSF charge. In addition, the dishonored payment must be paid by cheque or cash prior to the next payment date. A second consecutive dishonored payment will result in the Town removing the Applicant from the MTPP without notice. All outstanding amounts will become immediately due and payable and subject to penalties.
- 9) Applicants are responsible for advising the Town, in writing, by the 1<sup>st</sup> of each month, of any changes required in that month including Applicant information, account information, sale of the property, cancellation of the plan.
- 10) You have certain recourse rights if any debit does not comply with this agreement. For example you have the right to receive reimbursement for any debit that is not authorized or is not consistent with the PAD Agreement.