

## **THE TOWNSHIP OF CAVAN MONAGHAN PRE-AUTHORIZED TAX PAYMENT INFORMATION**

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The pre-authorized payment plan allows ratepayers to take advantage of automatic withdrawal technology to ensure timely payment of property taxes.

The options available to Township of Cavan Monaghan ratepayers, in good standing (no arrears) are as follows;

### **(1) Account Balance as of INSTALLMENT DUE DATES**

Taxes payments are received over the four (4) Installment Due Dates on; February 28, May 31, August 31 and October 31. The account balance due, at the time of the installment date, would be withdrawn from your account.

### **(2) MONTHLY – No Arrears**

Tax payments are withdrawn over eleven (11) equal monthly payments, from January to November, on the 15<sup>th</sup> day of each month. If enrollment is after January the tax payments are divided over the remaining number of months, up to November of each year.

The option available to Township of Cavan Monaghan ratepayers, in ARREARS is;

### **(1) MONTHLY – ARREARS**

Tax payments are withdrawn monthly on the 15<sup>th</sup> day of each month for a recurring specified amount, of not less than \$100.00 (one hundred dollars). The specified amount is determined considering the level of arrears and repayment time limit available to avoid further tax collection (Collection Agency / Bailiff / Tax Sale).

Penalty & Interest Charges (1.25%/month) on arrears will continue to accrue as per the Municipal Property Tax Collection Policy.

Enrollment for all plans are permitted throughout the year. A separate application form is required for each property, specifying the applicable property roll number.

### **TERMINATION**

These plans continue until;

- a) The ratepayer chooses to withdraw for any reason, including the sale of the property, or
- b) A combination of two (2) of the following events occur, within twelve calendar months;
  - The ratepayer elects to cancel a pre-authorized payment
  - The ratepayer's account fails to be honored by their financial institution

Twenty-one (21) days' notice is required to terminate without a pre-authorization payment cancellation fee.

**A CHEQUE MARKED "VOID" MUST  
ACCOMPANY YOUR APPLICATION.**



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## PRE-AUTHORIZED PAYMENTS (TAXES) APPLICATION FORM

**ROLL# 15 – 09 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 0000**

### PROPERTY OWNER INFORMATION

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please attach an **unsigned personalized cheque or deposit slip** for the account from which you want the Township of Cavan Monaghan to withdraw your tax payments.

**Write "VOID" in ink across the face of the cheque or deposit slip.**

### PAYMENT PLAN OPTIONS please choose one;

1. Installment DUE DATES	2. MONTHLY on 15 <sup>th</sup> (11 months, no Arrears)	3. ARREARS on 15 <sup>th</sup> Monthly (12 months, with interest/penalty)
Amount \$ <i>Account Balance due at the time of the Installment Due Date</i> Starting: _____	Amount \$ _____ Starting _____	Amount \$ _____ Starting _____

### I/we agree to the following conditions:

- By enrolling in the Pre-Authorized Tax Payment Plan (PAP), I/we authorize in writing the financial institution identified above to withdraw and issue tax payments payable to the Township of Cavan Monaghan on a regular basis as per plan option selected above.
- If a PAP is returned as insufficient (NSF), the automatic PAP will attempt to withdraw the funds again on the next business day. If the PAP remains insufficient it will be returned to the municipality as NSF and a returned payment fee will be charged on the account. The municipality is not responsible for any additional fee(s) that may be charged by a financial institution for insufficient funds.
- I/we will notify the Township of Cavan Monaghan promptly in writing if I/we move the account identified above from one branch or financial institution to another, or if there is any other change in the account.
- I/we agree that this authorization may be cancelled at any time upon 21 calendar days of written notice by me/us to the Township of Cavan Monaghan, or conversely upon written notice from the Township of Cavan Monaghan to me/us. Cancellation of this authorization does not mean that my/our obligation to the Township is ended. These plans continue until; the ratepayer chooses to withdraw for any reason (including the sale of the property) or a combination of two (2) of the following events occur (within twelve calendar months); the ratepayer elects to cancel a pre-authorized payment and/or the ratepayer's account fails to be honored by their financial institution.
- If you are selling the property/home and need to cancel these pre-authorized payment arrangements, the Township of Cavan Monaghan requires 21 days' written notice from you.
- I/we am/are protected against a loss due to error, fraud or misrepresentation, provided that, within 60 days of the date the payment was charged to my/our account, I/we notify the financial institution identified above of the problem.
- I/we have included with this authorization form a blank personalized cheque or deposit slip with the word "VOID" clearly written in ink across the front. I/we have NOT signed the cheque or deposit slip.
- Once I/we have received notice of the amount of the withdrawal, I/we will check my/our account statement/passbook regularly to confirm that withdrawals are being made in accordance with the authorization I/we have signed with the Township of Cavan Monaghan.
- For joint accounts where more than one signature is required, ALL account holders must sign in the "signature" space below.
- A separate form is required for each property to be covered by this pre-authorized payment form.

I/we have read the above and hereby authorize my/our financial institution to debit my/our account based on the Township of Cavan Monaghan Pre-Authorized Tax Payment Plan for the purpose of paying taxes with respect to the property indicated above.

**Signature(s) - for accounts in more than one name, all authorized signatures must be provided**

\_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ **Date** \_\_\_\_\_