

# APPLICATION FORM Town of Cobourg - Pre-Authorized Tax Payment Plan

Tax Roll Number: 1 4 2 1 . 0 0 0 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .		
Property Address:		
Property Owner(s)		
Mailing Address Postal Code		
Phone Number		
I have attached a blank cheque marked "VOID" We are not able to accept savings, line of credit accounts or credit card cheques.		
Please indicate if this application is made on behalf of an individual or a Business		
PLEASE ENROLL ME/US IN THE PRE-AUTHORIZED TAX PAYMENT (PTP) PLAN:		
I(we) authorize the Town of Cobourg to process a debit to be withdrawn monthly from February to November on the 10th business day of each month equivalent to 1/10th of my(our) previous yearly taxes from February to June and the balance of my current yearly taxes*, once known, equally from July to November.		
*Yearly taxes do not include supplementary billings that must be paid separately from the PTP plan. Every year you will be notified of your new payment for the following taxation year.		

#### TERMS AND CONDITIONS

I(we) authorize the Town of Cobourg to debit the account as indicated on the attached "VOID" cheque under the terms and conditions agreed to by me(us) with the Town of Cobourg until such time as written notice to the contrary is given. I(we) will check my(our) statement or passbook regularly to confirm that withdrawals are being made in accordance with the authorization. I(we) warrant that all person(s) whose signature(s) are required to sign on this account have signed this agreement.

I(we) acknowledge that delivery of authorization to the Town of Cobourg constitutes delivery by me(us) to the branch of the financial institution of which I(we) maintain an account and that such financial institution is not required to verify that the payment(s) are withdrawn in accordance with this authorization.

I(we) acknowledge that this authorization is account specific and non-transferable. I(we) will reapply for PTP plan on a new property if within the Town of Cobourg.

I(we) will notify the Town of Cobourg in writing a minimum of fifteen (15) days prior to the next due date of the pre-authorized debit of any changes in the account information or termination of the authorization.

I(we) acknowledge that we will be terminated from the PTP plan after two (2) payments have been returned by my(our) bank OR if no replacement cheque is received after the first returned payment, and that administrative and interest charges will apply. If any of my(our) PTP plan payments do not clear through my(our) bank account, the Town will charge me(us) an applicable administrative fee and interest charges. If returned payments are not replaced on time, I(we) will also be automatically removed from the PTP plan and returned to the regular installment plan. I(we) may obtain a sample cancellation form, or more information on my(our) right to cancel a Pre-authorized debit agreement at my(our) financial institution or by visiting www.cdnpay.ca.

I(we) have certain recourse rights if any debit does not comply with this agreement. For example, I(we) have the right to receive reimbursement for any PTP that is not authorized or is not consistent with the PTP agreement. To obtain a form for a Reimbursement Claim or for more information on my(our) recourse rights, I(we) may contact my(our) financial institution or visit <u>www.cdnpay.ca</u>.

Please print Name	Signature	Date:
Please print Name	Signature	Date:
Return application to:	TOWN OF COBOURG, Tax Department 55 King Street West Cobourg, Ontario K9A 2M2	All applications MUST be received 15 days prior to the first payment date.
For more information ab	out the PTP plan, call 905-372-8944	

PLEASE CANCEL Date to Cancel:

# Town of Cobourg - Pre-Authorized Tax Payment Plan

#### THE PLAN:

As an alternative to the regular tax payment system of three (3) instalments this plan allows for ten (10) equal installments which can be made automatically through your Bank, Credit Union or Trust Company.

The plan runs from February 10th to November 10th each year with monthly payments equivalent to  $1/10^{\text{th}}$  of my(our) previous yearly taxes from February to June and the balance of my current years taxes, once known, equally from July to November.

If you wish to cancel at any time you may do so by notifying the tax office in writing a minimum of fifteen days prior to the next due date of the pre-authorized payment debit.

Returned payment charges (\$20.00) will apply to any installment that is not honoured.

If two consecutive payments are not honoured the Town will cancel the Plan.

Applications are valid for succeeding years unless cancelled, in writing, by the Town or Applicant.

### **CRITERIA:**

- 1. Tax account is in good standing (no arrears).
- 2. Taxes are not paid on your behalf by a mortgage company.

## TO JOIN:

Simply complete and sign the attached authorization and return it to the

TOWN OF COBOURG, Tax Department 55 King Street West Cobourg, Ontario K9A 2M2

For more information about the PTP plan, call 905-372-8944

**PLEASE NOTE:** It is your responsibility to notify the Town if you wish to cancel your pre-authorized monthly payments.