



APPLICATION FORM
Town of Cobourg - Pre-Authorized Tax Payment Plan (PAP)

Tax Roll Number: _____

Property Address: _____

Property Owner(s): _____

Mailing Address: _____

Phone Number: _____ Email: _____

I have attached a blank cheque marked "VOID" or a pre-authorized debit form
*We are not able to accept savings, line of credit accounts for credit card cheques

Please indicate if this application is made on behalf of an individual or a business.

Individual Business

Please enroll me/us in the pre-authorized tax payment plan (PAP):

- 10-month Plan A - Withdrawn on the 10th of each month from February - November
12-month Plan E - Withdrawn on the 10th of each month from January - December

I (we) authorize the Town of Cobourg to process a debit to be withdrawn monthly on the 10th business day of each month.
*Yearly taxes do not include supplementary billing that must be paid separately from the PAP plan.

The Plan:

Instead of the regular tax payment system with four installments, this plan offers an option for ten or twelve equal installments that will be automatically withdrawn from your bank, credit union, or trust company.

The payment plan runs from January 10th to December 10th or from February 10th to November 10th each year, respectively.

Your monthly payments from January or February to June will be based on the previous year's taxes and will be evenly distributed. Once the current year's taxes are known, the remaining balance will be calculated. Payments will then be equally distributed from July to December or November.

Applications remain valid for subsequent years until canceled in writing. If you wish to cancel your participation in the plan, you must notify the Tax Department in writing at least 15 days before the next scheduled withdrawal date. Each year you will be notified of your new payment amount for the following taxation year.

Payments returned due to insufficient funds (NSF) will incur a \$30.00 fee. If two consecutive payments are missed, you will automatically be removed from the Pre-Authorized Payment (PAP) plan. For more details, please refer to the terms and conditions on page 2.

To join the PAP plan, your account must be in good standing, meaning there are no outstanding balances. Additionally, property taxes must not be paid on your behalf by a mortgage company. Please complete this form and return it to the Town of Cobourg's Finance and Tax Department along with a void cheque or a pre-authorized debit form.

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

RETURN APPLICATION TO: Town of Cobourg Tax Department Phone: 905-372-8944
55 King Street West Email: taxes@cobourg.ca
Cobourg ON, K9A 2M2

PLEASE CANCEL Date to Cancel: _____ Signature: _____



Terms and Conditions:

I (we) authorize the Town of Cobourg to debit the account specified on the attached "VOID" cheque according to the terms and conditions agreed upon by me (us) with the Town of Cobourg. This authorization will remain in effect until written notice is provided to terminate it. I (we) will check my (our) statement regularly to confirm that withdrawals are being made in accordance with the authorization. I (we) warrant that all persons whose signatures are required to sign on this account have signed this agreement.

I (we) acknowledge that delivery or authorization to the Town of Cobourg constitutes delivery by me (us) to the branch of the financial institution where I (we) maintain an account. I (we) understand that this financial institution is not required to verify that the payments are withdrawn in accordance with this authorization.

I (we) acknowledge that this authorization is specific to my (our) account and is non-transferable. I (we) will reapply for the PAP plan for any new property within the Town of Cobourg.

I (we) will notify the Town of Cobourg in writing at least 15 days prior to the next due date of the pre-authorized debit of any changes to my (our) account information or any termination of this authorization.

I (we) understand that I (we) will be removed from the PAP plan after two payments have been returned by my (our) bank, or if no replacement cheque is received after the first returned payment. Administrative and interest charges will apply. If any of my (our) PAP plan payments do not clear through my (our) bank account, the Town of Cobourg will charge me (us) an applicable administrative fee and interest charges. If returned payments are not replaced in a timely manner, I (we) will also be automatically removed from the PAP plan and returned to the regular installment plan. I (we) can 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 PAP that is unauthorized or not consistent with the PAP 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 www.cdnpay.ca.