



## THE CORPORATION OF THE TOWNSHIP OF WILMOT

Finance Department | Revenue Services  
60 Snyder's Road West | Baden ON | N3A 1A1  
519-634-8444 | 1-800-469-5576 | (fax) 519-634-5522  
tax@wilmot.ca | water@wilmot.ca | www.wilmot.ca/finance

### **MONTHLY PRE-AUTHORIZED TAX PAYMENT PLAN – General Information**

*All monthly withdrawals are made on the first business day of the month,  
No Exceptions*

#### **How Can I Join?**

- Complete and sign the Pre-Authorized Payment Plan Agreement
- Attach a blank personalized cheque marked "VOID"
- Ensure your taxes are in good standing at the time you enroll (no outstanding balances)
- Ensure your property has been fully assessed

#### **When Can I Join?**

- Anytime
  - The Township does require one month to add your account to the Pre-Authorized Payment Plan, so information must be received by the appropriate date in order to be eligible for the next withdrawal. (example: July 2<sup>nd</sup> withdrawal, information must be received by June 2<sup>nd</sup>)

#### **How Much are my Monthly Payments?**

##### Residential/Farm Class

- January to June withdrawals will be based on half of previous year's annualized taxes.
- July to December withdrawals will be based on the current year actual taxes less payments made (*please note that December's withdrawal amount may vary to account for the rounding of payment amounts throughout the year*)

##### Commercial/Industrial/Multi-Residential

- January to July withdrawals will be based half of previous year's annualized taxes.
- August to December withdrawals will be based on the current year actual taxes less payments made (*please note that December's withdrawal amount may vary to account for the rounding of payment amounts throughout the year*)

***Notices will be sent to every participant indicating the amount of their monthly payments.***

#### **Other Information**

- To be removed from the Pre-Authorized Payment Plan the Township must receive written notification at least 5 (five) business days before the next scheduled withdrawal.
  - If the Township is unable to stop a withdrawal because of a timing violation, the amount withdrawn will be refunded by cheque less a \$30.00 cheque processing fee.
- If your bank account information changes please inform the Township by written notice at least 5 (five) business days before the next scheduled withdrawal.
- Defaulted payments will be re-presented for payment based on the Township's financial institution's Re-Presentation Policy. If the re-presented withdrawal is also declined a replacement payment must be submitted to the Township along with a \$30.00 returned payment charge.
  - If two (2) payments are defaulted within a twelve (12) month period, the Township of Wilmot will remove the taxpayer from the Pre-Authorized Payment Plan.
- The Township of Wilmot reserves the right to deny any taxpayer participation in the Pre-Authorized Payment Plan.
  - Should any overdue balances be transferred to your tax account for collection purposes (i.e. Wilmot Water, Property Standards), the Township will immediately remove you from the Monthly Pre-Authorized Payment Plan.

If you have any questions regarding the Township's Instalment Based Pre-Authorized Payment Plan, please do not hesitate to contact the Township of Wilmot Revenue Services.

Regards,

**Revenue Services** | Township of Wilmot Finance Department  
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### **MONTHLY PRE-AUTHORIZED TAX PAYMENT PLAN – Plan Agreement**

#### **Terms of Authorization**

By signing this form below, the taxpayer is allowing the Township of Wilmot to withdraw funds from the designated financial institution account for the purpose of payment of property taxes. These withdrawals will occur on the first business day of each month and will be in an amount of which the taxpayer will be notified of prior to the first withdrawal date.

It is acknowledged that to revoke this Authorization, or if any information located on this authorization has changed, the taxpayer must provide written notice to the Township at least five (5) business days prior the next scheduled withdrawal. This Authorization applies only to a method of payment. Cancellation of this Authorization does not mean that the taxpayer's contractual obligations to the Township are ended. To obtain a sample cancellation form or for more information on the right to cancel a PAD Agreement the payer may contact their financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

It is also acknowledged that any defaulted payment by the taxpayer will result in the application of a \$30.00 penalty fee to the account to be paid along with the principal owing before the next scheduled withdrawal date. Failure to remit the specified amount in the given time frame, or the default of a second withdrawal within the following twelve (12) months will result in taxpayer's removal from the Pre-Authorized Payment Plan.

If at any time, amounts are added to the tax account for the property outlined below for collection purposes, the taxpayer will be immediately removed from the Pre-Authorized Payment Plan.

#### **Rights of Recourse**

You, the taxpayer, 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 this PAD agreement. To obtain more information on your recourse rights, you may contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

In order to be reimbursed, the taxpayer must submit a request in writing to the Township of Wilmot Revenue Services. Once received, a cheque will be issued. Any reimbursement required by the taxpayer outside of this agreement will be subject to a \$30.00 cheque processing fee as established by the Township of Wilmot's Fees and Charges By-Law.

<b>Roll Number:</b> 3018	<b>Property Address:</b>
<b>Property Class:</b> <input type="checkbox"/> Residential/Farm <input type="checkbox"/> Industrial/Commercial/Multi-Residential	
<b>Primary Account Holder's Name:</b>	<b>Secondary Account Holder's Name - if applicable:</b>
<b>Phone Number:</b>	<b>Email:</b>
<b>Mailing Address – Leave Blank if Same As Property Address:</b>	<b>Please select one:</b> Personal: <input type="checkbox"/> Business: <input type="checkbox"/>

\_\_\_\_\_  
Signature of Account Holder

\_\_\_\_\_  
Date

***By placing a signature on this agreement the taxpayer acknowledges that he or she has read, understood, and agreed to all of the terms of this authorization.***

***For more information about this pre-authorized plan visit the Township's website at [www.wilmot.ca](http://www.wilmot.ca) or contact Revenue Services.***

**PLEASE ATTACH VOIDED CHEQUE**

To the extent that the foregoing information constitutes personal information as defined by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990, Chapter M.56, as amended, the information is subject to provisions of that Act and will be used exclusively by Revenue Services for the collection of amounts owing to the Corporation of the Township of Wilmot. Questions about the collection of personal information should be directed to the Director of Clerk's Services, Township of Wilmot, 60 Snyder's Road West, Baden Ontario, N3A 1A1.

Revision Date: November 19, 2015