

Pre-Authorized Payment Plan Application Form (Property Taxes)

Property Roll Number: _____

Property Address: _____

Owner(s) Name: _____

Mailing Address: _____

Email: _____ Telephone Number: _____

Plan Type (Check One): Monthly Instalment

I/We hereby authorize the Township of Wilmot to debit my/our account for tax payments. I/We understand that each payment will be handled the same as if I/we had written a cheque. This authority is to remain in effect until the Township of Wilmot has received written notice from me/us of a change or termination.

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Submission Instructions:

Completed forms can be mailed, submitted in person or emailed to tax@wilmot.ca. **A void cheque or a form from your bank detailing your banking information must be submitted along with the application.**

Application Deadlines:

Enrollment windows occur twice annually for tax bills, application submission deadlines are as follows:

- Interim Bills due by November 15th
- Final Bills due by May 15th

Monthly based withdrawals are made on the first business day of each month. You will receive withdrawal amount update information for January to June in December and July to December in June of each year.

Instalment based withdrawals occur on the first business day after the due date noted on the bill.

Please note all changes or cancellation requests must be received ten (10) business days before the next payment date. A Pre-Authorized Payment Plan Change Form must be completed and can be found on the Township website. Upon cancellation, the tax account automatically reverts back to the originally scheduled tax due dates. Interest/penalty will be charged on any outstanding tax balance that is created by the cancellation.

You have certain 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. To obtain more information on your recourse rights, you may contact your financial institution or visit www.payments.ca

This information is available in accessible formats upon request

Additional Information Regarding the Pre-Authorized Payment Plan

Eligibility

Prior to being eligible for enrollment in the pre-authorized payment plan, accounts must be in good standing meaning that all outstanding balances must be paid.

For properties that are not fully assessed, you can sign-up for pre-authorized payments even if your property is assessed for land value only. Please note that when you receive the supplementary tax bill(s), those will not be paid from your financial institution account. Payment for supplementary tax bills may be made through online or mobile banking, by mail or in person and must be received by the due date indicated on the bill.

Account Cancellation

If you wish you to cancel your plan, you must cancel your participation by completing the pre-authorized payment plan change form. Notification must be made ten (10) business days prior to the next payment date. The accountholder must then submit a new application for the new property and meet the necessary conditions that now apply. A participant will be automatically removed from the plan if the Township receives information that changes the ownership of the property.

Withdrawals Refused by the Bank or Financial Institution

Pre-authorized payment withdrawals that are refused by a bank or financial institution will be charged back to the ratepayer's account. The amount charged back will include the amount of the payment, an interest/penalty charge and returned payment fee. Once notified of the refused withdrawal, the participant will be given no more than 7 days to replace the payment and to pay the applicable costs. Failure to replace the payment will result in automatic removal from the plan. Under certain conditions, a refused withdrawal – account closed, drawer deceased, etc. - will require the Township to remove the participant from the plan immediately. After two (2) withdrawals have been refused, the participant can be automatically removed from the plan. These refusals do not have to be consecutive. The ratepayer may not rejoin the plan for at least one (1) year.

Frequently Asked Questions:

Do I have to sign up each year?

Once you have enrolled in the program and your account is in good standing, you are automatically enrolled for subsequent years.

What if I own more than one property in Wilmot?

If you own more than one property in the Township, you must complete one application per property.

What if I move within the Township?

If not completed, you must complete a pre-authorized payment plan change form to cancel your pre-authorized payment plan on the current property and complete a new application for the new property.

**For additional information please contact the Corporate Services Department at:
519-634-8519 or at tax@wilmot.ca**