

DIRECTION NOTICE

TO: The Corporation of the Town of Huntsville, Tax Department
37 Main Street East
Huntsville, Ontario P1H 1A1
Phone: (705) 789-1751 or toll free 1-888-696-4255
Fax: (705) 789-6689
Email: morttaxes@huntsville.ca

I/WE HEREBY AUTHORIZE AND DIRECT you to forward all **Interim & Final** tax bills mailed after this date and until such time as this Direction shall be revoked in writing *by the owner*, (cancellation box at bottom of form) to:

(insert name and address of financial institution)

**TO PREVENT DELAYS IN PROCESSING,
THIS FORM MUST BE COMPLETED IN FULL**

****** Indicates a **Required Field**; if you do not have this information contact the tax department **prior** to submitting this form.
If a required field is left blank, **the form will be disregarded and tax information will not be provided to the mortgage company.**

<u>Property Details</u>	
**Assessed Owner(s):	_____
**Roll Number(s):	_____
Property Description: (civic address)	_____
**Mortgage Number:	_____

****Signature of Owner**

****Date**

Disclaimer: The owner will still receive the tax bill; the mortgage company receives the information in a report format. Information is only forwarded to mortgage companies at the time of billing. Direction Notices received after the billing date will apply for future billings. If this occurs it is the owner's responsibility to ensure that the mortgage company is provided with the tax bill for payment.

<i>Sign this section <u>only</u> if you are discontinuing this payment option.</i>	
My mortgage company is no longer responsible for tax payments on this property.	
_____	_____
Date of Cancellation	Signature of Owner
Property Details section MUST be completed.	