



The Corporation of the Town of Huntsville

37 Main St. E.

Huntsville, Ontario P1H 1A1

Pre-Authorized Debit (PAD) Agreement

All taxes must be paid prior to enrolling in either Plan.

Property Tax Roll #: 4442

Property Address:

I/we authorize the Town of Huntsville, and the financial institution designated to begin deductions as per my/our instructions for payment of the property taxes indicated above according to the following payment frequency (please select one):

11 Month Plan: November 30 - September 30

Installment Plan: Due Dates Only

Name(s)

Address

City

Province

Postal Code

Phone #

Business:

Home:

Void Cheque MUST be attached here

This authority is to remain in effect until the Town of Huntsville has received written notification from me/us of its change or termination. This notification as well as banking information changes must be received by the Taxation Branch at the Town of Huntsville at least ten (10) business days before the next debit is scheduled. Please see reverse for possible cancellation fees.

I/We have certain recourse rights if any debit does not comply with this agreement. I/We have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD 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

Payments returned due to Non-Sufficient Funds or any other reason are subject to a processing fee which will be added to the property tax account in accordance with the Town of Huntsville Fees By-law. Two returned payments in a 12 month period may result in termination of rights to be enrolled in the Pre-Authorized Debit Program.

For further information regarding our Pre-Authorized Debit Plan, please refer to our website www.huntsville.ca or call our Tax Department at the Municipal Office (705) 789-1751 ext 2247 or Toll Free 1-888-696-4255.

For joint accounts all depositors must sign if more than one signature is required on cheques issued against this account.

Signature:

Date:

Signature:

Date:

OFFICE USE ONLY

Start Date:

Starting Amount: \$

PRE-AUTHORIZED PAYMENT PLAN OPTIONS:

Monthly Payment Plan

This Plan allows for ELEVEN MONTHLY INSTALLMENTS toward your annual municipal tax bill.

Payments will be withdrawn on the last day of each month commencing November 30th; the eleventh payment being withdrawn on September 30th. The final payment on September 30th will be increased or decreased to reflect the actual taxes levied in the current year.

You will receive written notification of the new withdrawal amount prior to November 30th of each year.

You will *NOT* be issued an Interim Tax Bill under this Plan but you will still receive your Final Tax Bill. The Final bill will include your reconciliation statement.

Installment Due Date Plan

The amount due on your Interim and Final tax bills will be automatically debited from your bank account on the due dates. You will receive Interim and Final tax bills as usual - these will advise of the amount that will be withdrawn on the due dates.

Additional Information

All taxes must be paid prior to enrolling in either Plan.

If you choose to opt out of the Monthly Plan mid-year, a cancellation fee of \$25.00 will be charged. This fee will not apply if you have sold your property or a mortgage company will be making future payments. If you sell your property, it is your responsibility to notify the tax department in writing to cancel further withdrawals.

IMPORTANT: If your assessment changes and you wish to have your monthly withdrawal amount increased or decreased, it is your responsibility to contact the Tax Department. Adjustments are not done automatically.

How to Enrol

- 1) Ensure that your property taxes are paid up to date.
- 2) Complete the "Pre-Authorized Debit (PAD) Agreement" making sure to check the desired Plan type.
- 3) Attach a VOID cheque
- 4) Deliver to the Town of Huntsville Tax Department by the deadline of:
11-Month Plan October 31st
Due Date Plan December 31st

****Contact the tax department for information on late enrollment****

Town of Huntsville, Tax Department
37 Main Street East
Huntsville, Ontario P1H 1A1
Tel. (705) 789-1751 ext. 2247 or Toll Free 1-888-696-4255
Fax (705) 789-6689