



Pre-Authorized Debit (P.A.D.) Agreement

All taxes must be paid prior to enrolling. Property owner or legal representative must sign.

Property Information

Property Tax Roll #: _____.

Property Address: _____.

Plan Authorization

Preferred payment frequency:

- 11 Month Plan (Last Business Day of November – Last Business Day of September)
- Installment Plan (Due Dates Only)

Property Owner Information

Owner Name(s): _____.

Mailing Address: _____.

Email: _____.

Phone 1 (required): _____ Phone 2 (optional): _____.

Authorization

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 and according to the noted payment frequency. I have read page two (2) of this form .

Application Date: _____ Owner's Signature: _____.

Void Cheque

Staple a void cheque or bank letter here.

Property Owner's Rights

The property owner(s) has certain recourse rights if any debit does not comply with this agreement. The property owner(s) has the right to receive reimbursement for any P.A.D. that is not authorized or is not consistent with this P.A.D. agreement. To obtain a form for a Reimbursement Claim, or for more information on recourse rights, the property owner may contact their financial institution or visit www.cdnpay.ca .

Non-Sufficient Funds

Payments returned due to Non-Sufficient Funds or any other reasons are subject to a processing fee which will be added to the property tax account in accordance with the Town of Huntsville Fees and Charges 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.

Collection of Information

Personal information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, c.25, as amended. The information is collected to gather applicant contact details to instate a pre-authorized debit program and is pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. For questions about how this information is collected please contact the Town of Huntsville Finance Department.

Cancellation of Payment Plan

This authority is to remain in effect until the Town of Huntsville has received **written notification** from the property owner of 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. Cancellation fees may apply in accordance with the Town of Huntsville Fees and Charges By-Law.

Owner's Initials:_____.