



## Arrears Pre-Authorized Debit Program

This form is used to set up a payment schedule when property taxes are in arrears.

Attach the Approved (by Tax Collector) Payment Schedule and a void cheque or bank letter.

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### Property Information

Property Tax Roll #: \_\_\_\_\_.

Property Address: \_\_\_\_\_.

### Property Owner Information

Owner Name(s): \_\_\_\_\_.

Mailing Address: \_\_\_\_\_.

Email: \_\_\_\_\_ Phone: \_\_\_\_\_.

### Important

- Payment schedule must be approved by the Tax Collector prior to enrolment.
- If you sell your property, notify the tax department immediately to discontinue withdrawals.
- 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.

### 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](http://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.

Owner's Initials:\_\_\_\_\_.