



# Change or Cancellation for Pre-Authorized Payment Plan

This form is for changing or cancelling an existing Town of Huntsville pre-authorized plan.

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## Property Information

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

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

## Property Owner Information

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

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

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

## Option 1 - Banking Information Change

- Change of Banking Information, effective (day, month, year): \_\_\_\_\_.
- Attach a void cheque or a bank letter

## Option 2 - Payment Frequency Change

- Change of payment frequency, effective (day, month, year): \_\_\_\_\_.
- 11 Month Plan (November 30 September 30)
- Installment Plan (Due Dates Only)

## Option 3 - Cancellation

- Cancellation of further withdrawals, effective (day, month, year): \_\_\_\_\_.
- Property Sold or Switching to PAP-I or Mortgage Plan .
- Other (cancellation fee applies if effective date is mid-year) .

## Authorization

For joint bank accounts all depositors must sign if more than one signature is required by bank.

Application Date: \_\_\_\_\_ Applicant(s) Signature: \_\_\_\_\_.

I have read page two (2) of this form .

## **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:\_\_\_\_\_.