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Pre-Authorized Payment (PAP) Plan Form

Property Roll Number: 4834-0000-0__-_____-0000	Property Address:	
Taxpayer Names(s):		
Mailing Address:		
City:	Province:	Postal Code:
Home Telephone:	Cell:	Work:

A Void Cheque must accompany this form

I/We (the above named Taxpayer(s)) authorize the Municipality of East Ferris to debit my/our bank account as provided and as follows, until further notice for payments payable to the Municipality of East Ferris in respect of current municipal taxes:

Type of Payment:

- Monthly on the **1st**
 Monthly on the **15th**
 Bi-monthly on the 1st **and** the 15th
 Installment Due Dates (withdrawn on the installment dates as per the tax bill)

Each payment shall be the same as if I/We had personally issued a cheque authorizing the bank to pay the Municipality of East Ferris as indicated and to debit amounts specified to my/our account.

I/We acknowledge that we are not in arrears of taxes or interest, and, in signing up for Pre-Authorized Payments, the Municipality waives interest charges as long as our taxes are paid in full by the 31st of December of the year incurred.

I/We acknowledge that should a payment be rejected by our bank for whatever reason a "free" retry will occur within five to 20 days after the Municipality receives notice of the rejection. Should the "free" retry be successful, no service charges will be incurred; however, should the "free" retry be rejected, a service charge will be charged by the Municipality of East Ferris in the amount set out in the current Fees and Charges By-Law. This charge will be added to our property tax bill. In addition, we will not be eligible to apply for the Pre-Authorized Payments program for a period of six months. Interest charges will be retro-applied to any outstanding balances.

This authorization may be cancelled at any time upon written notice by me/us to the Municipality of East Ferris.

I/We am/are all the persons who are required to sign on the above account.

_____ Date

_____ Taxpayer Signature

_____ Print Name

_____ Date

_____ Taxpayer Signature

_____ Print Name

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Here's how pre-authorized payments work:

It's a modern, easy method to make municipal tax payments without the inconvenience of cheque writing and the increasing cost of postage or that trip to the Municipal Office pay your bill.

With your permission, your payments can be made automatically through your bank or financial institution chequing account.

It's convenient!

The pre-authorized payment method eliminates the need for you to write cheques for your municipal tax payments.

It's economical!

One authorization is all that is required for a series of payments to be made automatically through your bank or financial institution chequing account. This means reduced postage and envelope costs.

It's secure!

With pre-authorized payments there are no cheques to get lost or stolen – you avoid missed payments and the interest charges for late payments as a result. You may stop payment at any time if you feel the necessity to do so.

It's assured!

If you are away on vacation, out of town on business or sick, your payments will be made on time. Even postal or airline disruptions, in most cases, will not prevent your bill payments from reaching their destination on time.

Ready to start?

Print the attached form, complete it, and return it to the Municipality of East Ferris with a void cheque to start your pre-authorized payments today.

Here are answers to some common questions

1. The Municipality of East Ferris can accommodate monthly, bi-monthly, and installment date payments so you can arrange your payments to fit your budget.

2. Should an incorrect amount be processed against your account, it will be corrected when you advise the Municipality.
3. If a payment processed against your account is not in accordance with the authorization because you cancelled the authorization in writing to the Municipality, or an authorization was not provided to the Municipality for the payment processed, or because the payment was posted to the wrong account or for the wrong amount, or there was some other error, then you can ask your bank (by writing the Manager of the bank where your account was debited) any time up to 90 days after your account is debited for the them to return the payment to you. After the 90 days, the Bank is not responsible to return the payment and you must deal directly with the Municipality for reimbursement.
4. Should you move your account from one bank or branch to another please advise the Municipality immediately of the change so your payments can continue uninterrupted.
5. You continue to have control just as with cheques you have written. You can instruct the branch to stop payment before it goes through your account and you can discontinue payments altogether by advising the Municipality in writing.

What about your records?

Your payments are recorded automatically and individually on your monthly bank statement or passbook. You can also continue to enter your pre-authorized payments in your personal cheque record book as if you had written and mailed a cheque.

What about our records?

Please complete the information required on the attached authorization form and also include your cheque marked "VOID" then return them to us. Your form and void cheque are kept on file in a secure location. Your pre-authorized payments are posted to your tax account(s) each month.