



City of Peterborough

Property Tax Pre-Authorized Payment Plan (PAP) Information Change Form

This form is for the discontinuation of a Property Tax PAP Plan or to make a change to banking information of an existing Property Tax PAP Plan. **A void cheque is required in addition to this Change Form.**

Part A – Instructions	
Step 1:	Complete Parts C to E of the Change Form.
Step 2:	Attach an unsigned cheque marked "VOID" or a letter detailing your bank account information from your bank, if a change to the banking information is required. Savings, line of credit accounts or credit card cheques are not accepted.
Step 3:	Submit Change Form/Agreement by the 21st day of the month in which change is to occur. <ul style="list-style-type: none"> • By email to tax@peterborough.ca • By mail or in person at: City of Peterborough, Tax Office, 500 George St N, Peterborough ON K9H 3R9

Part B – Plan Type		* **Office Use Only** *	Notes (i.e. Closing Date)
<input type="checkbox"/> Monthly A	<input type="checkbox"/> Instalment		
<input type="checkbox"/> Monthly B	<input type="checkbox"/> Arrears		

Part C – Property Information & Owner Contact																		
Roll Number:	1	5	1	4	-				-					-	0	0	0	0
Property Address:																		
Owner's Name:																		
Phone:					-													
Email:																		

Part D – Requested Action															
<input type="checkbox"/> Cancellation	Effective date of cancellation: <table style="float: right; border-collapse: collapse;"> <tr> <td>Y</td><td>Y</td><td>Y</td><td>Y</td><td></td><td>M</td><td>M</td> </tr> <tr> <td></td><td></td><td></td><td></td><td>-</td><td></td><td></td> </tr> </table>	Y	Y	Y	Y		M	M					-		
Y	Y	Y	Y		M	M									
				-											
<input type="checkbox"/> Change	Effective date of change: <table style="float: right; border-collapse: collapse;"> <tr> <td>Y</td><td>Y</td><td>Y</td><td>Y</td><td></td><td>M</td><td>M</td> </tr> <tr> <td></td><td></td><td></td><td></td><td>-</td><td></td><td></td> </tr> </table>	Y	Y	Y	Y		M	M					-		
Y	Y	Y	Y		M	M									
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Part E – Authorization																					
I, as the property owner or legal representative, authorize the City of Peterborough to make changes to my PAP Plan as outlined in this agreement.																					
Signature:	X <table style="float: right; border-collapse: collapse;"> <tr> <td>Y</td><td>Y</td><td>Y</td><td>Y</td><td></td><td>M</td><td>M</td><td></td><td>D</td><td>D</td> </tr> <tr> <td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td>-</td><td></td><td></td> </tr> </table>	Y	Y	Y	Y		M	M		D	D					-			-		
Y	Y	Y	Y		M	M		D	D												
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Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of c25 of the Municipal Act.