



City of Peterborough

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- Monthly
Instalment
Arrears

Withdrawal Information: (Monthly or Arrears)

Start Date: \$ Amt.

Roll Number: 15.14.

PRE-AUTHORIZED PROPERTY TAX PAYMENT PLAN (PAP) AGREEMENT

Name:

Municipal Property Address: (of the property for which this application pertains)

Mailing Address (if different than property address):

I/We hereby authorize the City of Peterborough to debit my/our account as indicated below for all property taxes payable to the City of Peterborough.

Name of Financial Institution Branch Address

Account Type: Personal Business

Table with 3 columns: Transit (5 digits), Bank (3 digits), Bank Account Number

I understand that I/we may revoke my/our authorization at any time, subject to providing written notice to the City of Peterborough no later than the 21st day of the month in which the cancellation is to take place.

AGREEMENT DETAILS:

- 1. For verification purposes please enclose a personal cheque marked "Void" or provide confirmation of your account information from your Financial Institution.
2. For joint bank accounts, all account holders must sign this form if more than one signature is required.
3. Withdrawals are made on the City's last working day of each month.
4. The tax office must be notified in writing no later than the 21st day of the month in which payment is to stop or account information is to be changed.
5. Tax accounts may be removed from the PAP Plan if a payment is returned by the bank.
6. To be eligible, this form must be received by the City of Peterborough Tax Office no later than the 21st day of the month in which you are applying.
7. This form must be signed and dated in order for the City to debit your bank account.

Personal information on this form is collected under the authority of the Municipal Act 2001, c25 and will be used to process the Pre-authorized Payment Plan application.

Date Telephone Number Signature of Account Holder Signature of Joint Account Holder (if account requires 2 signatures)

I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAP agreement.

PRE-AUTHORIZED PROPERTY TAX PAYMENT PLAN (PAP) AGREEMENT

Additional Terms & Conditions:

Monthly Pre-authorized Payment Plan:

1. For those monthly PAP participants who have signed up for the plan prior to January 10th of the year in question or who are remaining on the plan from the previous year, the City of Peterborough will mail out a notice in mid-January indicating the monthly payment amounts to be debited from your bank account from the City's last working day in January through to the City's last working day in June. In mid-July, the City of Peterborough will mail out your final property tax bill which will include the amount that will be debited from your bank account beginning the City's last working day of July through to the City's last working day of November.
2. The December year-end final payment amount will differ slightly from the other payments in order to bring the tax account to a zero balance by December 31 of the year in question. This payment may also include, if applicable, charges added to your account including: outstanding Water/Sewer charges; Building Department recoveries; NSF administration fees; etc. In addition, any missed payments because of returned cheques or additional amounts owing due to Supplementary tax billings or assessment changes will also be reflected in the final December withdrawal. Notification will have been previously issued at the time the charge was added or additional tax was levied. I/we agree to waive my/our right(s) to any pre-notification of the final December amount that will be debited from my/our bank account and agree that I/we do not require advance notice of the final amount before the debit is processed. Please initial here: _____.
3. This agreement is non-transferable. A new application must be submitted for any new property acquired in the City of Peterborough.
4. Additional property taxes resulting from supplementary/omitted assessments pursuant to section 33 or 34 of the Assessment Act will not be automatically added to your PAP. The monthly payment can be changed by calling the tax office or the instalments payable can be paid separately.
5. Reductions or increases to property taxes payable as a result of assessment changes pursuant to section 32, 39.1, 40 or 46 of the Assessment Act and/or tax appeals under section 334, 357 or 358 of the Municipal Act, 2001 will be reflected in the balance of all scheduled monthly payments as indicated on the notification received at the time the change is processed in the Tax Office.

Instalment Pre-authorized Payment Plan:

1. The City of Peterborough will mail interim and final tax bills showing each instalment amount that will be debited from your bank account on the date of the instalment.
2. This agreement is non-transferable. A new application must be submitted for any new property acquired in the City of Peterborough.
3. Additional property taxes resulting from supplementary/omitted assessments pursuant to section 33 or 34 of the Assessment Act will not be automatically added to the PAP payments and should be paid separately when due.

Arrears Pre-authorized Payment Plan:

1. The City of Peterborough will mail interim and final tax bills showing the billing details for the current year and will also include the arrears amount outstanding at the time of billing.
2. The payment amount will remain the same for each month until the City of Peterborough is requested to change it or the City of Peterborough contacts the owner to make alternate payment arrangements.
3. Penalty and interest will continue to be charged on the City's first working day of each month on the outstanding balance of the tax account.
4. The City of Peterborough will debit your bank account on the City's last working day of each month for the agreed upon amount.
5. Participation in this plan will be cancelled by the City immediately upon notification of a second returned payment from your financial institution.

I/We acknowledge that we have read and agree to all the terms, conditions and agreement details contained within this document. **Please initial here:** _____