

CANTON • EAST FERRIS • TOWNSHIP



390 HIGHWAY 94, CORBEIL, ONTARIO P0H 1K0
TEL.: (705) 752-2740 FAX.: (705) 752-2452

Pre-Authorized Payment (PAP) Form

Here's how pre-authorized payments work

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

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 the embarrassment of 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 Township of East Ferris to start your pre-authorized payments today.

Here are answers to some common questions

1. The Township of East Ferris can accommodate monthly or bi-monthly 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 have advised the Township.

3. If a payment processed against your account is not in accordance with the authorization, because you cancelled the authorization in writing to the Township, because an authorization was not provided to the Township 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 to the Manager of the branch where your account was debited) any time up to 90 days after your account is debited for the payment, 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 Township for reimbursement.

4. Should you move your account from one bank or branch to another, advise the Township of the change and they will arrange a new agreement with you so 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, if desired, by advising the Township 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?

Here's where we need your help. Please complete the information required on the enclosed authorization form and also include one of your personal cheques marked "VOID" and return them to us. Please take 30 seconds and do it right now. From then on it's good-bye to writing cheques.

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TAX ACCOUNT NUMBER: (Each Account number must be accompanied by its own PAP form)	
Taxpayer Name(s):	
Address:	
City:	
Province:	
Postal Code:	
Name of Financial Institution:	
Branch Address:	
City:	
Province:	
<i>Copy of Void Cheque must be provided</i>	
Bank number:	Transit Number:
Account Number:	

I/WE (the above named Taxpayer(s)) authorize the Township of East Ferris to debit my/our account indicated above, as follows, until further notice for payments payable to the Township of East Ferris in respect of current municipal taxes.

Type of Payment:

- Monthly on the 1st of each month
 Bi-Monthly on the 1st and the 15th of each month

Each payment shall be the same as if I/We had personally issued a cheque authorizing the bank to pay the Township 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 Township 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 5-20 days after the Township 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 Township of East Ferris in the amount of \$35.00. 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 6 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 Township of East Ferris.

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

I/We have received a signed copy of this authorization form.

Date Taxpayer name Taxpayer Signature

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