TOWNSHIP OF WOOLWICH
FINANCE DEPARTMENT
24 Church Street West, PO Box 158
ELMIRA, ONTARIO N3B 2Z6
519-669-1647 OR 664-2613
FAX 519-669-9348

ATTACH VOID CHEQUE HERE

Pre-Authorized Debit (PAD) Program Application

Woolwich Township Property Tax

BENEFITS OF ENROLLING IN A PAD PLAN

- Payment will be deducted automatically from your bank account on the installment dates provided for in this application.
- Pre-authorized debit will save you time, postage costs and penalties for missed payments.
- The monthly tax installment plan allows for more effective budgeting with payments spread throughout the year.
- No charge by the Township for the service, but your financial institution may have a service charge.

PROGRAM DETAILS

- To enroll, please print, complete and mail this application form to the address indicated above along with a **void cheque**.
- Your tax account must be paid in full prior to enrollment.
- Participation is conditional that your property is fully assessed for land and structure.
- Authorized payment plans are non-transferable. Cancel current PAD and complete a new application if moving within township.
- The Township must receive written notice for any change to the banking information on an existing PAD.
- **A minimum of fourteen (14) days written notice prior to the next payment is required for withdrawal from the PAD program.**
- An administrative fee will be applied to your account for any payment not cleared by your bank.
- At such time as your account is in arrears you will be removed from the PAD program.
- Penalty and interest will be applied to balances in arrears in accordance with the Township's Penalty and Interest By-law.
- The Township does not process supplementary property tax bills through the PAD program.
- The Township will mail tax notices to ratepayers a minimum of twenty-one (21) days in advance of due dates as pre-notification.
- Regular tax notices will not be sent for monthly property tax PAD ratepayers.

A cancellation form or more information on the right to cancel a PAD may be obtained at your financial institution or by visiting www.cdnpay.ca

Section 1 - Customer Information

Account Holder's Name (Print)	Mailing Address (Number and Street)		
Phone Number ( )	City/Town	Province	Postal Code
Property Address (Number and Street)	Roll Number (See your notice of assessment or your property tax bill)		
Account Number (See your property tax bill)	3 0 2 9		

Section 2 - Payment Plan Options

I wish to enroll in the following property tax PAD option: These services are for(check one) Personal ☐ Business ☐

☐ **Four (4) Installment Plan** - dates and amounts are specified in notice text on property tax bill.

☐ **Ten (10) Installment Plan** - on the 1st of the month from January to October. The first seven monthly payments are based on the previous year's tax levy. The final three months are adjusted to equal payments on the balance levied on actual tax for year and are shown on the final tax bill.

Section 3 - Authorization

I hereby agree to all terms and conditions outlined in the PAD program and authorize my financial institution to draw and issue payment payable to the Township of Woolwich for payment of property taxes as outlined above. Enclosed with this application is a **void cheque**.

Name of Financial Institution:(Name and Transit #)	Account Number

You have certain recourse rights if any debit does not comply with this agreement.You have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement.
To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca.

For a joint account, all depositors must sign if more than one signature is required on cheques.

Signature 1	Date	Signature 2 (If required)	Date

The information on this form is collected under the authority of section 342 of the Municipal Act, 2001, S.O. 2001, C. 25, (as amended), and will be used to determine eligibility for enrollment in a Pre-Authorized Debit Program for automatic bank withdrawals to remit tax payments to the Township of Woolwich. Questions about this collection should be directed to the Director of Finance & Treasurer 519-669-6013.