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 Payment (PAP) Program Application
for Property Tax and/or Water Accounts

BENEFITS OF ENROLLING IN A PAP PLAN

- Payment will be deducted automatically from your bank account on the installment dates provided for in this application.
- Pre-authorized payment 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.
- The program is free and you may cancel it at any time.

PROGRAM DETAILS

- To enroll, please print, complete and mail this application form to the address indicated above along with a **void cheque**.
- Your account must be paid in full prior to enrollment.
- Only a water account PAP is automatically transferred if you move within the Township - you must complete a new application to continue a property tax PAP if you relocate.
- A minimum of five (5) days written notice prior to the next installment is required for withdrawal from the PAP program.
- An administrative fee will be applied to your account for payments returned "non-sufficient funds".
- At such time as your account is in arrears you will be removed from the PAP 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 PAP program.
- The Township will mail notices to ratepayers a minimum of twenty-one (21) days in advance of due dates as pre-notification.
- Regular notices will not be sent for monthly property tax PAP ratepayers.

Section 1 - Contact Information

Account Holder's Name (Print)	Mailing Address (Number and Street)		
Phone Number ( )	City/Town	Province	Postal Code

Section 2 - Property Tax PAP

I wish to enroll in the following property tax PAP option:

☐ **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

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 3 - Water Account PAP

☐ I wish to enroll in the water account PAP which is processed on the due date in the amount specified on the water bill.

Property Address (Number and Street)	Account Number (See your water bill)

Section 4 - Authorization

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

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 Payment Program for automatic bank withdrawals to remit taxes and/or water account payments to the Township of Woolwich. Questions about this collection should be directed to the Director of Finance & Treasurer at extension 236.