



**Municipality Of Leamington**  
 111 Erie St. N., Leamington, ON N8H 2Z9  
 Tel: (519) 326-5761 Fax: (519) 326-2481  
 Attention: Property Tax Division

**Pre-Authorized Payment Plan (PAP)**  
 Property Tax - Consumer Authorization

MUNICIPAL USE ONLY
Roll Number
Date Received
Plan to Begin

Privacy Statement: Personal information on this form is collected under the authority of the Municipal Act 2001 P.S.O. c45, and will be used for pre-authorized payment plans for property taxes. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761.

Account Holder Information			
Owner 1		Owner 2 (if applicable)	
Property Address		Mailing Address (if different than Property address)	
City/Town	Postal Code	City/Town	Postal Code
Home Phone Number		Business/ Cell Phone Number	

Banking Information
<input type="checkbox"/> VOID CHEQUE IS ATTACHED IN ORDER FOR MY (OUR) BANKING INFORMATION TO BE VERIFIED

Payment Plan Type
<input type="checkbox"/> Payment Plan 1 (10 Month Plan) A debit, in paper, electronic or other form in the amount of \$ _____ may be drawn on my (our) account on the first Friday of each month, beginning in January and continuing until May based on the Interim Tax Levy and five equal payments from June until October adjusted based on the Final Tax Levy. Interim Tax Notices are not issued for properties on Payment Plan 1.
<input type="checkbox"/> Payment Plan 2 (due date plan) A debit, in paper, electronic or other form, in the amount of the tax instalment due on the particular due date, as indicated on the tax bill provided to me (us) by the Corporation of the Municipality of Leamington, may be drawn on my (our) account on the appropriate instalment due date.

- I (we) as the account holder (s), authorize the Municipality of Leamington and the above noted financial institution to debit my (our) account, at the above indicated branch of the financial institution, under terms and conditions agreed to me (us) with the Municipality of Leamington until such a time as written notice to the contrary is given by me (us) to the Municipality of Leamington.
- The branch of the financial institution at which I (we) maintain the account is not required to verify that the payment is drawn in accordance with this authorization.
- I (we) will notify the Municipality of Leamington in writing of any changes in the account information or termination of this authorization prior to the next due date of the pre-authorized debit. If the debit is returned for any reason, I (we) understand that the PAP privilege will be rescinded, normal installment payments will commence and any applicable penalties and NSF fees will be charged.
- Items charged will be reimbursed subject to notification by me (us) to the branch of the account within 90 days under any of the following conditions:
  - a) I (we) never provided authorization to the Corporation of the Municipality of Leamington.
  - b) The pre-authorized debit was not drawn in accordance with this authorization.
  - c) My (our) authorization was revoked.
  - d) The debit was posted to the wrong account due to invalid/incorrect account information supplied by the Municipality of Leamington.

\_\_\_\_\_  
 Signature of Account Holder (1)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Account Holder (2)

\_\_\_\_\_  
 Date

*\*If more than one signature is required on cheques issued against the account, all depositors must sign.*

MUNICIPAL USE ONLY
PAP Entered
Date

<p><b>ABOUT THE PROGRAM</b></p>	<p><b>Who can sign up?</b></p> <ul style="list-style-type: none"> <li>All Municipality of Leamington taxpayers are eligible for either payment plan. The only requirement is that any outstanding balances on your account must be paid in full prior to enrolment in a plan.</li> </ul> <p><b>Do I have to sign up each year?</b></p> <ul style="list-style-type: none"> <li>Once you have enrolled in the program and your account is in good standing, you are automatically enrolled for subsequent years</li> </ul> <p><b>What if I own more than one property in Leamington?</b></p> <ul style="list-style-type: none"> <li>If you own more than one property within the Municipality of Leamington, you must complete one application per property.</li> </ul> <p><b>What if I move within the Municipality of Leamington?</b></p> <ul style="list-style-type: none"> <li>If you are moving within the Municipality of Leamington, the Pre-Authorized Payment Plan is not transferable. You must cancel your enrolment on your current property and complete an application form for your new property.</li> </ul> <p><b>What if my property is reassessed during the year?</b></p> <ul style="list-style-type: none"> <li>Supplemental tax billings are not part of the pre-authorized program. All supplemental billings are required to be paid on the corresponding due dates.</li> </ul>
<p><b>MONTHLY PLAN</b></p>	<ul style="list-style-type: none"> <li>Payments for the monthly plan will be deducted from your bank account over a 10 month period on the first Friday of each month. The monthly plan runs from January to October.</li> <li>The first 5 instalments are calculated at 50% of last years' taxes. You will receive a letter in December advising you of your monthly amount for January-May payments.</li> <li>After the tax rate has been established, your monthly payments from June-October will be adjusted to reflect the balance of taxes owing. Each year the final tax bill will provide you with the new monthly amount for these 5 final payments.</li> <li>Interim Tax Notices are not issued for properties on the monthly plan.</li> <li>Any outstanding balances must be paid in full prior to enrolment in the plan.</li> <li>Service charges and applicable penalties will apply to any payment not cleared by your bank.</li> </ul>
<p><b>DUE DATE PLAN</b></p>	<ul style="list-style-type: none"> <li>Withdrawals are made on the four regularly scheduled tax instalment dates. Please note due dates for commercial, industrial and multi-residential taxes may vary.</li> <li>Taxes are paid automatically when they become due.</li> <li>The withdrawal amount will correspond with the instalment amount on your tax bill.</li> <li>Any outstanding balances must be paid in full prior to enrolment in the plan.</li> <li>Service charges and applicable penalties will apply to any payment not cleared by your bank.</li> </ul>

**SIGNING UP**

To enroll in a Pre-Authorized Payment Plan, please follow these simple steps:

- 1) Complete and sign the form on the reverse with all required information.
- 2) Enclose a VOID cheque encoded with your bank transit number, institution number and account number. Please note that we do not accept credit line cheques for pre-authorized plans.
- 3) Return void cheque and completed form to:

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