



## PRE-AUTHORIZED PAYMENT (PAP) FOR TAX AND/OR WATER/SEWER

ATTACH A VOID CHEQUE OR BANKING  
INFORMATION FROM YOUR FINANCIAL INSTITUTION

Property Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### TAX PAYMENT OPTIONS *(Check **one** box)*

Roll Number: 3835 \_\_\_\_\_

#### Monthly Payments

One-twelfth (1/12) of the estimated tax payable for the current tax year is withdrawn the last day of each month. A recalculation is done when final tax billing has been processed. Automatically re-enrolled each January.

#### Due Date Withdrawal

Payments are withdrawn on the tax due dates, typically *May 31st* and *October 31st*.

### WATER/ SEWER PAYMENT

Billing Account Number: \_\_\_\_\_

#### Due Date Withdrawal

Water/sewer bills are due every two months on the 15th (Feb/Apr/Jun/Aug/Oct/Dec).

I acknowledge that I have received a copy of the Terms and Conditions of the Pre-Authorized Debit Authorization and that I have read, understood and accepted all the provisions contained in the Terms and Conditions of the Pre-Authorized Payment Authorization.

Signature: \_\_\_\_\_ Date (DD/MMM/YYYY) \_\_\_\_\_

#### OFFICE USE ONLY

Date Processed:

Monthly Payment Advised:

Initials:

TO ENROLL IN THE PRE-AUTHORIZED PAYMENT PLAN, PLEASE COMPLETE THE FORM, ATTACH A VOID CHEQUE OR BANKING INFORMATION FROM YOUR FINANCIAL INSTITUTION AND RETURN TO: Town of Plympton-Wyoming, Tax Department, 546 Niagara St. Wyoming ON, N0N 1T0.

Submissions will also be accepted via email: [finance@plympton-wyoming.ca](mailto:finance@plympton-wyoming.ca) or Fax: (519) 845-0597.

Please direct all inquiries to (519) 845-3939.



## PRE-AUTHORIZED PAYMENT (PAP) FOR TAX AND/OR WATER/SEWER

I acknowledge that this Authorization is provided for the benefit of the Payee and (processing institution) and is provided in consideration of (processing institution) agreeing to process debits against account in accordance with the Rules of the Canadian Payments Association.

I warrant and guarantee that all persons whose signatures are required to sign on this account have signed this agreement below.

I hereby authorize the Corporation of the Town of Plympton-Wyoming to draw on *(applicant's name & account number provided by a void cheque submitted)* with *(processing institution)* for the payment of property taxes and/or water/sewer charges as per indicated on the application submitted by me.

This authorization may be cancelled at any time upon notice by the applicant. I acknowledge that, in order to revoke this authorization, I must provide notice of revocation to the Corporation of the Town of Plympton-Wyoming.

If a payment is returned for any reason the next payment will automatically be doubled up. This authorization may be cancelled at any time by the Corporation of the Town of Plympton-Wyoming after two consecutive transactions have been returned for non-payment. Notice of revocation will be provided to the applicant. A \$30.00 penalty charge will also be applied per return to an account if notification is received for non-payment of pre-authorized transaction.

I acknowledge that provision and delivery of this authorization to the Corporation of the Town of Plympton-Wyoming constitutes delivery by the applicant to their processing institution. Any delivery of this authorization to you constitutes delivery by the applicant.

The applicant and the Corporation of the Town of Plympton-Wyoming agree to waive the pre-notification requirement set out in Section II of Appendix II of rule H1 of the Canadian Payments Association.

I undertake to inform the Corporation of the Town of Plympton-Wyoming, in writing, of any change in the account information provided in this authorization prior to the next due date of the PAP.

The account that the Corporation of the Town of Plympton-Wyoming is authorized to draw upon is indicated in the accompanying authorization. A specimen cheque for this account has been marked "VOID" and attached to the application submitted.

I acknowledge that (processing institution) is not required to verify that a PAP has been issued in accordance with the particulars of the applicants Authorization including, but not limited to, the amount.

I acknowledge that (processing institution) is not required to verify that any purpose of payment for which the PAP was issued has been fulfilled by the Corporation of the Town of Plympton-Wyoming on the applicants account.

Revocation of this authorization does not terminate any contract for goods or services that exists between the applicant and the Corporation of the Town of Plympton-Wyoming. The applicants Authorization applies only to the method of payment and does not otherwise have any bearing on the contract for goods or services exchanged.

A PAP may be disputed by an applicant under the following conditions:

- (1) The PAP was not drawn in accordance with the Payer's Authorization; or
- (2) The authorization was revoked; or
- (3) Pre-notification was not received.

The Payer, in order to be reimbursed, acknowledges that a declaration to the effect that either (1), (2) or (3) above took place, must be completed and presented to the branch of the Processing Institution holding the Payer's account up to and including 90 calendar days in the case of a personal/household PAP (or up to and including 10 business days in the case of a business PAP), after the date on which the PAP in dispute was posted to the Payer's account.

The Payer acknowledges that a claim on the basis that the Payer's Authorization was revoked, or any other reason, is a matter to be resolved solely between the Payee and the Payer when disputing any PAP after (90 calendar days in the case of a personal/household PAP or 10 business days in the case of a business PAP).

### DEFINITIONS

**Business PAP:** Means a PAP (Pre-Authorized payment in paper, electronic or other form) drawn on the account of a Payer such as, but not limited to, a corporation, an organization, a trade, an association, a government entity, a profession, a venture or an enterprise, for the payment of goods and services related to commercial activities of the Payer.

**Personal/Household PAP:** Means a PAP drawn on the account of a Payer for payments such as, but not limited to, charitable donations, RESP and Spousal RRSP contributions, mortgage installments, utility bills, insurance premiums, membership fees, property taxes, credit card billings and payment for other consumer goods and services.

---

TO ENROLL IN THE PRE-AUTHORIZED PAYMENT PLAN, PLEASE COMPLETE THE FORM, ATTACH A VOID CHEQUE OR BANKING INFORMATION FROM YOUR FINANCIAL INSTITUTION AND RETURN TO: Town of Plympton-Wyoming, Tax Department, 546 Niagara St. Wyoming ON, N0N 1T0.

Submissions will also be accepted via email: [finance@plympton-wyoming.ca](mailto:finance@plympton-wyoming.ca) or Fax: (519) 845-0597.

Please direct all inquiries to (519) 845-3939.