

Tax Payer Defined Pre-Authorized Payment Application Form

Applications must be received at least 10 business days prior to the first withdrawal date.

Taxpayer Information:

Assessed Owner Name(s): _____

Property Address: _____

Mailing Address:
(if not same as property address) _____

Phone Number: _____

Alternate Phone Number: _____

Email Address: _____

Monthly Withdrawal Amount (required field):

\$ _____ Will be withdrawn the last business day of each month. Effective month: _____

Please note that penalty of 1.25 per cent of the amount in default shall be added on the first day of default. Interest charges shall be applied at the rate of 1.25 per cent on the last day of each month on the outstanding tax balance. When a penalty has been applied in a given month, 1.25 per cent interest will be pro-rated from the date of default.

Financial Institution Information (Please attach one of the following):

Account can not be a line of credit

Void Cheque Direct deposit/pre-authorized debit form

I/We agree with the Terms and Conditions below and authorize The City of Burlington to debit my/our account.

Signature (1): _____

Date: _____

Signature (2): _____

Date: _____

For joint accounts all depositors must sign if more than one signature is required on cheques issued against the account.

Terms and Conditions:

- Pre-Authorized Payment (PAP) Plan payments in respect of properties in the Residential Tax Class shall be considered to be Personal Pre-Authorized Debits (PADs). All other PAP Plan payments shall be considered to be Business PADs.
- Additional taxes resulting from supplementary/omitted assessments or additional charges will not be automatically withdrawn under the PAP plan and payment for such charges must be remitted separately by the specified due date.
- A \$40.00 service charge will be added if funds are returned by the bank. Late payment charges will be added until paid.
- If three returns fail to be honoured in a taxation year, your property may be removed from the program. The unpaid balance of taxes shall be subject to penalties if overdue.
- If your banking information changes, written notification must be received 10 business days prior to the next withdrawal in order to process the next payment.
- If you wish to withdraw from a program at any time, a request must be received 10 business days prior to the withdrawal date. If you move within Burlington, the PAP program is not transferable.
- You have certain recourse rights if any debit does not comply with this agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.payments.ca