

Tax Payer Defined Pre-Authorized Payment Application Form

Pre-Authorized Debit (PAD) Agreement

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

Taxpayer Information:

Assessed Owner Name(s): _____

Property Address: _____

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\$ _____ Will be withdrawn the last business day of each month.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 hereby authorize The Corporation of 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.

NOTES RELATING TO ALL PAYMENT PLANS:

- A \$40.00 service charge will be added if funds are returned by the bank.
- The City Treasurer may cancel the privilege of continuing the plan if 3 withdrawals fail to be honoured in a taxation year. The unpaid balance of taxes shall be subject to penalties if overdue.
- If your banking information changes, a completed and signed Banking Information Change Form 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, assigned (2 signatures when applicable) written request must be received 10 business days prior to the withdrawal date. To obtain a sample cancellation form, or for more information on your right to cancel a PAP Agreement, contact your financial institution or visit www.payments.ca
- You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAP agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.payments.ca
- These withdrawals relate to the payment of property taxes and are considered Personal PADs.

Information provided on this form and any applicable attachments is collected under authority of the *Municipal Act, 2001*, Section 340 and will be used exclusively to process your request. If you have any questions about this collection, please contact the Property Tax Section at 905-335-7750 or email propertytax@burlington.ca. City of Burlington documents are available in alternative format upon request.