

1. **Ten Month Payment Plan:** You are eligible to join if your property tax payments are **UP TO DATE**. Payments begin January 1st each year and continue on the 1st of each month through to October 1st. There are no withdrawals in November or December. Applications must be **received by October 31st to be eligible for the following taxation year or by April 30th to start for June 1st of the current taxation year**. The Tax Office will notify you in December to confirm the amount of your first 5 monthly payments and in May to advise you of any adjustment to your remaining 5 monthly payments as a result of the current tax levy.
Should a payment be returned NSF, we will attempt to withdraw the payment a 2nd time. If this second attempt is also returned then a \$40 service charge will be added to your account.
2. **Due Date Payment Plan:** You are eligible to join if your property tax payments are **UP TO DATE**. Payments will be withdrawn on the regular tax due dates in February, April, June and September. **Applications must be received 10 business days prior to the upcoming due date**. Your Interim and Final Tax bills will indicate the due dates and the amounts to be withdrawn. These bills are for your information only.
3. **Tax Payer Defined Payment Plan:** To join this plan, your account does not have to be in a current status. **This plan is designed for owners that are in arrears that wish to work on paying down their balance**. Payment amounts are determined by the property owner and payments will be withdrawn in 12 monthly installments on the LAST business day of each month. Withdrawals in the specified amount will continue each month. **Applications must be received at least 10 days before the first withdrawal**. A new application is required to make a change in the amount and it must be received in our office 10 business days prior to the next withdrawal. **Penalty and interest charges will accrue on tax balances**.

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, a signed (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.cdnpay.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.cdnpay.ca

ARE YOU MOVING?

If you are selling your property you must notify the City in writing a minimum of 10 business days prior to your sale date in order to cancel future withdrawals. If you are moving within Burlington, a new pre-authorized payment plan application form must be fully completed, signed, and re-submitted along with a new void cheque.

If you wish to join any of the payment plans please use the application form on the reverse page and **return along with a VOID cheque to:**

City of Burlington Tax Office
P.O. Box 5080
Burlington, ON, L7R 4G4
PHONE: (905) 335-7750
FAX: (905) 335-7877
EMAIL: pap@burlington.ca

Application Forms, Cancellation Forms, and Banking Information Change Forms for the Pre-Authorized Payment Plans can be accessed from the City of Burlington website - www.burlington.ca



PRE-AUTHORIZED PAYMENT APPLICATION FORM

FOR OFFICE USE ONLY
Payments included:
Interim Inst #1 Final Inst #1
Interim Inst #2 Final Inst #2

PROPERTY ACCOUNT NO: _____

PLEASE RETURN WITH YOUR VOID CHEQUE

(If a savings account is used, a letter from the Bank Manager is required. A chequing account cannot be a line of credit account.)

Check one	<input type="checkbox"/> 10 Month Payment Plan Payments MUST be Up to Date Start Date: <input type="checkbox"/> Jan 1st <input type="checkbox"/> June 1st	<input type="checkbox"/> Due Date Payment Plan Payments MUST be Up to Date To start for due date: <input type="checkbox"/> Feb <input type="checkbox"/> April <input type="checkbox"/> June <input type="checkbox"/> Sept	<input type="checkbox"/> Taxpayer Defined Payment Plan Amount to be Withdrawn \$ _____ Withdrawal is the last business day in month Specify start month _____
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These services are for (check one): PERSONAL BUSINESS USE

Name _____ Home Phone _____

Property Address _____ Business Phone _____

Mailing Address (if different from above) _____ Email address _____

I/We hereby authorize The Corporation of the City of Burlington to debit my/our account, per **attached VOID cheque**.

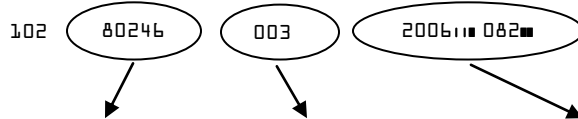
Signature (1) _____ Date: _____

Signature (2) _____ Date: _____

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

ONLY COMPLETE THE FOLLOWING INFORMATION IF YOU HAVE NOT ATTACHED A VOID CHEQUE.

Bank Details Sample bank account (from bottom of cheque)



Bank Transit # _____ (5 digits) Bank # _____ (3 digits) Account # _____

Bank Name _____

Branch Address _____

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Personal Information on this form is collected under the authority of the Municipal Act, 2001 and is used to maintain a record of individuals participating in the Pre-Authorized Tax Payment Plan in the City of Burlington.