



Property Tax Pre-Authorized Debit Agreement Application

Revenue and Taxation Department
City of Kawartha Lakes
P.O. Box 696, 26 Francis Street
Lindsay, Ontario K9V 4W9
Tel: (705) 324-9411 Ext. 1272, 1-888-822-2225
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www.kawarthalakes.ca

Please Read Carefully

One of the requirements for signing up for the pre-authorized payment plan is that the taxes must be paid up to date. This means applications that are starting for the Interim billing must have the previous year's taxes paid in full. Applications that are starting for the Final billing must have the current year Interim billing paid. **If your account is not up to date as of the last instalment due date of that billing, you will automatically be removed from the program without further notice to you.** It is your responsibility to ensure the taxes are paid up to date on the appropriate due dates prior to the PAP plan starting. **Applications received between May 1 – October 31 of any year will be set up for the next year's Interim billing period. Applications received between November 1 – April 30 will be set up for the next year's Final billing period.** If you choose the Installment Due Date option, it can be set up for the next installment due date providing the application is received a minimum of 10 days prior to the due date. A confirmation letter will be sent to you once your application has been processed outlining the start date of the program. If you are moving within the City of Kawartha Lakes and wish to sign up your new property on a monthly plan, you **cannot** start midway through a billing cycle. You will need to pay the instalments as due and payable and your enrollment will commence with either the next Interim or Final billing period.

I/we authorize City of Kawartha Lakes, and the financial institution designated (or any other financial institution I/We may authorize at any time) to begin deductions as per my/our instructions for payment of the property taxes for the property listed below according to the following payment frequency.

Please select one *

- 10-month plan, monthly withdrawals February 1 – November 1 annually: Payments will be calculated for February 1 – June 1 and recalculated for July 1 - November 1
- 12-month plan, monthly withdrawals January 15 – December 15 annually – payments will be calculated for January 15 – June 15 and recalculated for July 15 – December 15
- Installment Due Date - Full amount of the installment listed on the bill will be withdrawn on the applicable due dates.

Regular payments for the frequency identified above will be debited to my/our specified account on the date indicated above. The City of Kawartha Lakes will provide written notice of the amount of each regular debit on the property tax bill issued twice per year, as well as a letter in December advising of the monthly payment obligations for January–June for the 12-month and February–June for the 10-month plan. The City of Kawartha Lakes will obtain my/our authorization for any other one-time or sporadic debits.

This authority is to remain in effect until City of Kawartha Lakes has received written notification from me/us of its change or termination. This notification must be received in writing at least ten (10) business days before the next debit is scheduled by email, fax, regular mail or dropped off in person. I/We may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at the City of Kawartha Lakes website; my/our financial institution; or by visiting www.cdnpay.ca. I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.cdnpay.ca

Payments returned by your financial institution (ie: NSF, Stop Payment etc) are subject to a processing fee which will be added to the property tax account. Unless a replacement payment has been received prior to the reconciliation date, the amount will be deducted during the reconciliation process. Two returned payments in a calendar year will result in termination of rights to be enrolled in the Pre-Authorized Debit Program and you will immediately be removed from the program.

Date

Please Print

Property Tax Roll # *

Property Address/Location *

Type of Service *

Personal

Business

Name(s) *

Address *

City *

Province *

Postal Code *

Phone # (Bus.)

Phone # (Res.)

Financial Institution Name *

Financial Institution Account Number *

Financial Institution Transit Number (Branch - 5 digits - Financial Institution - 3 digits) *

Financial Institution Address *

City/Town *

Province *

Postal Code *

Authorized Signature(s) *

Where the customer's account agreement requires the signature of two or more signing authorities, the signatures of all such persons are required for the purposes of this PAD Agreement.

Attach Void Cheque

Attach Void Cheque

Office Use Only:

Received: _____ Entered by: _____

Plan Option: _____ Starting Amount: _____

Start Date: _____ Copy of Agreement Sent: _____

Authorized Signature:

Personal information contained on this form is collected pursuant to the Municipal Act, 2001 and will be used for the purpose of responding to your request. Questions about the collection of this information should be directed to the City Clerk or Deputy-Clerk at 705-324-9411 extension 1295 or 1322.

