

Sign up or Update Pre-authorized Payment Plans

1. Once you've logged in, choose the account you wish to set-up from your account list and then select the **Pre-authorized Payments** tab from the menu options.
2. If you have not previously enrolled in a pre-authorized payment plan, please select **Sign Up**.
 - o Note: If you need to update or cancel an existing payment plan, proceed directly to step 7.

Home Accessibility Email Us My Profile Logoff

TOWN OF CALEDON

Home
Add Account
Account List
Account Information
Contacts & Delivery Methods
Pre-Authorized Payments
Statement Of Account

Pre-Authorized Payments

Roll Number: 2124 010 001 01590 0000 Account: 1000022
Property Address: 0 CAL-KING T LANE S CALEDON

Current Enrollment

Not currently enrolled.

Sign Up

3. On the **Enroll Pre-Authorized Payment Plan** page, assistance with the required fields is available through the help buttons provided on the page.

4. Fill out the required information:
 - o Pre-authorized Payment Plan (Monthly A or B or Installment payment plan)
 - o Institution Number
 - o Transit Number
 - o Account Number
 - o Attachment – upload a picture of a void cheque or direct deposit form
 - o Notes – any notes necessary (for example, start my payment plan in August)

Enroll Pre-Authorized Payment Plan

* = Required

* Pre-Authorized Payment Plan: Monthly A - 1st Day ✓
* Financial Institution: E.g. 123
[Where can I find this?](#)

* Branch Transit: E.g. 00001
[Where can I find this?](#)

* Account: E.g. 123456789
[Where can I find this?](#)

* Attachment: Choose File **Browse**
Attach a scan/image not larger than 10MB of a void cheque or a completed pre-authorized payment form from your financial institution.

Notes: Add any notes, comments, or additional information as needed for your request.

5. Read and accept the Terms and Conditions, then click **Save**.

7. The Town of Caledon provides this Pre-Authorized Debit Program in accordance with the rules established by Payments Canada.

8. I understand and acknowledge that personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used for the pre-authorized payment process. Questions about this collection should be directed to the Associate, Service Caledon, 6311 Old Church Road, Caledon ON L7C 1J6, 905.584.2272.

[Cancel](#) [Save](#)

6. After saving the application, the enrollment page will display a confirmation that your request has been submitted. The Tax Department will review your application, and you will receive an email once it has been confirmed or if additional information is required.

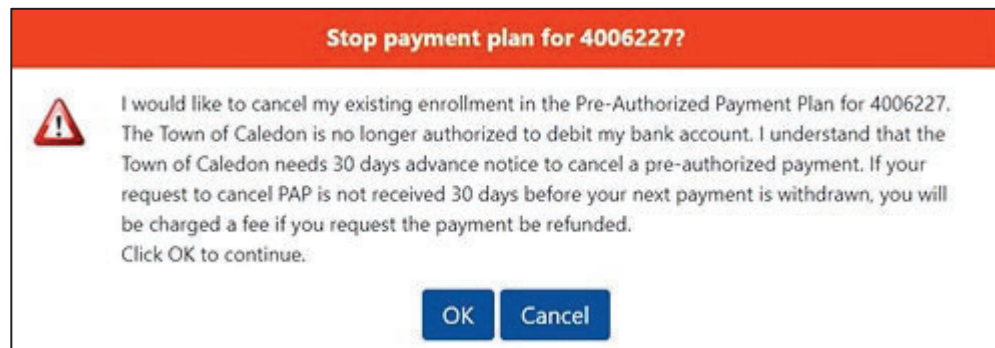
Change Request Log							
Request Reference	Request	Details	Request Date	Status	Status Date	Response	
6000050	Enrol in Pre-Authorized Payment Plan	Monthly A - 1st Day	09/09/2024	Pending	09/09/2024		Cancel

7. If a pre-authorized payment plan already exists, the following will be shown under **Current Enrollment** and will state the following:
- Reference (Internal reference number for the plan)
 - Payment plan type
 - Next payment date (date of next withdrawal)
 - Payment amount (amount that will be withdrawn)

Current Enrollment

Reference	Payment Plan	Next Payment	Payment Amount	
4005033	Monthly B - 15th Day	09/15/2024	\$516.81	Update Stop

8. Selecting **Update** will direct you to the **Details page**, where you can modify your banking information. Use the **Notes field** to provide any additional comments, such as the date on which the change should be implemented. Review and accept the terms and conditions, then click **Save** to submit the changes.
9. The enrollments page will display a confirmation that your change request has been submitted. The Tax Department will review the request and you will receive an email once the change has been confirmed or if additional information is needed.
10. Selecting **Stop** from the current enrollment details will submit a request to stop the pre-authorized payment plan payments. A confirmation window will appear, click **OK** to stop or **Cancel** to return to the main page.



11. The enrollments page will confirm that your cancellation request has been submitted. The Tax Department will review the request and you will receive an email once the payment plan has been terminated, along with any additional details that need to be communicated.