

# Pre-Authorized Payment (PAP) Plan Application Form



Pre-authorized payment withdrawals for property tax payments are made on the first or the fifteenth of the month, January through October (10 month plan), or on tax installment due dates (4 month plan), based on the PAP plan selected.

## Benefits

- Ease your budget by spreading out payments
- No interest or service charges from the Town
- Save the cost of postage or special trips to pay taxes
- Avoid late payments or missed due dates

## Qualifications

- No outstanding arrears on tax account
- Last tax assessment must be a full assessment
- You do not pay your taxes through your mortgage company

## Terms & Conditions

- Enrollment is automatically renewed annually – information about the next year's payment amount will be sent with the tax notice
- If a payment is not met for any reason, you will be subject to a finance charge and applicable penalties – all amounts will be added to your next payment
- If any two payments are not met, your enrollment in the pre-authorized payment plan will be terminated
- To be removed from the plan, or if banking information changes, you must notify the Town of Caledon Tax Department in writing **at least 30 days before** the next payment is due

To apply, complete form below, and return:

By mail: Customer Service, Town of Caledon, 6311 Old Church Road, Caledon ON L7C 1J6

By email: [taxes@caledon.ca](mailto:taxes@caledon.ca)

By fax: (905)584-4325

Pre-Authorized Payment Application – For Property Taxes	
<p>I would like to enroll in the Pre-Authorized Payment Plan for my property taxes (A void cheque is attached, which authorizes the Town of Caledon to debit the corresponding account), with the following option:</p> <p><u>Please indicate your preferred start date:</u></p> <p><input type="checkbox"/> <b>Option one – 10 Monthly payments (select <u>one</u> date)</b></p> <p><input type="checkbox"/> First day of each month</p> <p><input type="checkbox"/> Fifteenth day of each month</p> <ul style="list-style-type: none"> <li>• Each payment will be automatically deducted directly from your bank account on the <b>FIRST</b> or the <b>FIFTEENTH</b> day of each month from January through October</li> <li>• In June of each year, you will receive a final tax bill advising you of your pending deductions from July through October. This amount will be based on your current year's taxes, minus your payments from January through June. This bill will also outline the deductions for the following year. <b>Please keep this bill as your income tax receipt.</b></li> <li>▪ Where the first or the fifteenth (as applicable) is a weekend or statutory holiday, withdrawals will be made on the next business day.</li> </ul> <p><input type="checkbox"/> <b>Option two – 4 Regular installments</b></p> <ul style="list-style-type: none"> <li>• Your annual property tax pre-authorized payment plan withdrawals are divided into 4 installments (March, May, July, September), corresponding with the regular tax installment dates.</li> </ul>	<p>Assessment Roll #</p> <p>Name</p> <p>Property Address</p> <p>Property Address</p> <p>Telephone #</p> <p>E-mail</p> <p>Signature <span style="float: right;">Date</span></p> <p><small>I authorize my bank to debit my account each month as indicated above for all payments payable to the Corporation of the Town of Caledon. I accept the terms and conditions herein defined and authorize the Town of Caledon to begin deductions for payment of my/our tax account for the amount specified on by property tax bill. I ensure that the funds will be available each month to cover withdrawal and that insufficient funds will result in finance charges as applicable and possible cancellation of my enrolment in the payment plan. Your treatment of each payment shall be the same if I had personally issued a cheque authorizing you to pay as indicated and to debit the amount specified to my account. This authority is to remain in effect until cancelled by either myself or the Town of Caledon by written notification and given a reasonable opportunity to act. Any delivery of this authorization to you constitutes delivery by me. The Town of Caledon provides this Pre-Authorized Debit Program plan in accordance with the rules established by the Canadian Payment Association (CPA). Personal information on this form is collected under the authority of the <i>Municipal Freedom of Information and Protection of Privacy Act</i>, and will be used for the pre-authorized payment process. Questions about this collection should be directed to the Municipal Freedom of Information Coordinator, 6311 Old Church Road, Caledon ON L7C 1J6, 905.584.2272.</small></p>