



Pre-authorized Tax Payment Plan Authorization Agreement

I/we, the undersigned, hereby authorize The Corporation of the City of London and the financial institution identified below (or any other financial institution I/we may authorize at any time) to draw monthly payments from the account (identified below) payable to The Corporation of the City of London for payment of property taxes and amounts added to the tax roll.

Please print or type your responses.

Name	Residence telephone number	Daytime telephone number
Property address	Mailing address (if different from property address)	
Property account number		

Please select month to start Pre-Authorized Payments:

January March June July August September October

Financial Institution

Name of institution	Type of service <input type="checkbox"/> Personal <input type="checkbox"/> Business use	Chequing account number
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Authorizing Signature(s)

Note: If more than one signature is required for the account, **all must sign this agreement.**

Signature 1	Signature 2
E-mail address	Date (YYYY-MM-DD)

Send this completed form and a VOIDED cheque to: Finance Division, City of London Telephone no:
 PO Box 5256 (519) 661-4540
 4th Floor, Room 407
 300 Dufferin Avenue, London ON N6A 5M6

Pre-Authorized Payment Plan Terms & Conditions

- All taxes due prior to the starting month must be paid prior to the starting month.
- Monthly payments for variable property tax amounts will be debited to your specified account on the last business day at City Hall for the months of January to October for each year (or such later day as may be specified on a written notice).
- You will be sent 10 days written notice of all property tax amounts to be debited to your bank account.
- You certify that your taxes are fully paid to date and that your bank account is in good standing with sufficient funds to cover pre-authorized payments as they come due.
- If more than one signature is required on cheques issued against the account, all depositors must sign the application.
- If a payment cannot be cleared, or if supplementary taxes or invoices added to your account are unpaid you will automatically be removed from the Pre-authorized Payment Plan and billed for the amount owing.
- The City of London will levy a service charge (plus applicable interest) for any payment that cannot clear your account.
- If you wish to cancel your Pre-authorized Payment Plan -- or need to change information such as your bank account details -- simply provide the City of London Tax Office with written notice at least 30 days in advance of your next payment date. To obtain a sample cancellation form, or for more information on your right to cancel this 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 Pre-Authorized Debit Agreement. To obtain more information on your recourse rights contact your financial institution or visit www.cdnpay.ca.

Notice of Collection of Personal Information:

The personal information collected on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25, and will be used to process your application to set up a pre-authorization tax payment plan. Questions about this collection should be addressed to the Manager, Customer Service & Assessment, Finance & Corporate Services at 300 Dufferin Ave., London, ON N6A 4L9. Tel: 519-661.4540