



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		
If the mortgage company pays your current taxes, check this box to remove your mortgage company code from the account before PAP sign-up: ☐	Mortgage company name:	Please specify which installment the mortgage company will pay up to:

Please select month to start Pre-Authorized Payments:

☐ January ☐ March ☐ June ☐ July ☐ August ☐ September ☐ October

Financial Institution

Name of institution	Type of service ☐ Personal ☐ 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

PO Box 5256, 4th Floor, Room 407, 300 Dufferin Avenue, London ON N6A 5M6

Telephone no: (519) 661-4540; Email: taxoffice@london.ca

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.
- We will set this up per your request, and your pre-authorized payments will begin in the most applicable choice of month. Any payments made in addition to the PAP amounts will result in adjustments to the next payment calculation and will not be refunded.

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

Pre-authorized Payment Plan

Discover the convenience of the City of London's Pre-authorized Payment Plan. This voluntary plan offers you an easy, time-saving way to have tax payments automatically deducted from your bank account.



It means eliminating the chore of writing cheques and ensuring your payment reaches City Hall by the due date. You'll never have to worry about remembering to make a payment or the cost of postage or a possible late fee.

There are no service charges or fees for enrolling in the plan. All that's required is completing and submitting the Pre-authorized Payment Plan Authorization Agreement, along with a void cheque.

How does the plan work?

Payments are deducted from your bank account on the last business day of the month at City Hall. The payments are taken over 10 months - January through to October - and cover the interim and final tax bills.

There are no payments in November or December and the program automatically starts again the following January.

Note: The first five payments (January-May) will be an estimated, equal monthly amount. When the amount of the Final Bill is determined, the monthly payment may be adjusted. The last five payments (June- October) reflect the tax rate and assessment for the year, minus the payments already received.

Supplementary taxes for new construction or improvements will not be covered by the Pre-authorized Payment Plan and must be paid separately.

When can I sign up and when do payments start?

There are **several start dates**.

- To start in **January** an application must be received by the City's Tax Office by **November 15**. Applications received after **November 15** will not be in time for payment deductions to begin in January.
- To begin the plan in **June** an application must be received by the tax office by **May 10**. Applications received after **May 10** will not be in time to start June payment deductions.
- To start in **March, July, August, September** or **October**, the property owner must have an application in the City Tax Office **prior to the first day** of the applicable month and the property owner must have no past due taxes as of the first day of the applicable month.

If you miss one of the plan start up dates you will be required to pay your regular tax installments until the next plan start up date.

How do I enrol?

- Complete and sign the Pre-authorized Payment Plan Authorization Agreement. (It is on the reverse side with information on the applicable terms and conditions, along with points to check in getting your application ready for submission.)

If you own more than one property, a separate Authorization Agreement is required for each property. Note: In order to participate in the program, all taxes must be fully paid to date.

- Mark VOID and attach an unsigned cheque, encoded with your bank transit number and account number, to the agreement. Please use bank accounts only.
- **Mail** the completed agreement and void cheque to: Pre-authorized Payment Plan, Finance Division, City of London, 300 Dufferin Avenue, Room 407, PO Box 5256, London, ON N6A 5M6 or **fax** these documents to 519-661-6518. Attention: Transfer Clerk, or **e-mail scanned documents to taxoffice@london.ca**
- You can also obtain an application form online at london.ca/paytax or call our offices at 519-661-4540.
- After enrolling, please provide immediate written notification of any change in your banking information.

