



## Pre-Authorized Payment (PAP) Agreement

I/We hereby authorize the Town of Wasaga Beach and the designated financial institution to begin deductions following the Plan selected below. In addition, I/we acknowledge that there will be a \$35.00 service charge for a pre-authorized payment that is refused by my financial institution, and should there be any change to my address or banking information, it is my responsibility to provide written notice to the Treasury Department.

**PLEASE ENSURE ALL INFORMATION INDICATED WITH A (\*) IS COMPLETED IN ORDER FOR THIS FORM TO BE PROCESSED UPON RECEIPT.**

Wasaga Beach Municipal Address: \_\_\_\_\_ \*

Month applicant would like Plan to begin: \_\_\_\_\_ \*

**PROPERTY TAX ROLL #** 4364 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 000 \*  
\* Forms must be received before September 1<sup>st</sup> to be enrolled in the current year.

**PLAN #1: Installment Due Dates** (15<sup>th</sup> of March, May, July, September) INITIALS

OR

**PLAN #2: 10 Monthly Installments** (15<sup>th</sup> of January to October) INITIALS

Month applicant would like Plan to begin: \_\_\_\_\_ \*

**WATER/SEWER ACCOUNT #** \_\_\_\_\_ \*  
**PLAN #1: Due Dates** (21<sup>st</sup> of February, April, June, August, October, December) INITIALS

OR

**PLAN #2: 11 Equal Installments** (21<sup>st</sup> of each month +October reconciliation) INITIALS

\*Final Water/Sewer bill payments will be taken in FULL to close the account \*

NAME: \_\_\_\_\_ \* SIGNATURE: \_\_\_\_\_ \*

PHONE: \_\_\_\_\_ \* INITIALS

EMAIL: \_\_\_\_\_ VOID CHEQUE ATTACHED: INITIALS

**Please return this form and a VOID cheque to the Treasury Department at Town Hall by:**

**Mail/ Drop Box/ In Person:** 30 Lewis Street, Wasaga Beach ON L9Z 1A1

**Email:** [revenue@wasagabeach.com](mailto:revenue@wasagabeach.com)



## Pre-Authorized Payment (PAP) Information

- Prior to enrolling in any PAP plan, all arrears **must be paid in full**.
- To enroll the completed form and void cheque for a Canadian bank account must be received no less than **10 business days prior to the next applicable payment date**.
- You may cancel the plan at any time. Please note that **10 days written notice must be given** prior to the next payment date. The cancellation form can be found on our website or at our Municipal Office.
- Payments returned from the Bank for any reason are subject to a \$35 administration fee. Three returned payments will result in your removal from the plan.
- It is the customer's responsibility to notify the Town of Wasaga Beach of any changes to the banking information or sale of the property.
- It is the customer's responsibility to ensure that all balances are paid on their accounts. Please review your bank activity to ensure that all payments are cleared.

### TAX PAP PLANS

You will receive regular tax bills and a message will display on the bill that states "You are enrolled in the Pre-Authorized Payment Plan." This message will remain until such time as you withdraw from the Plan.

#### **PLAN # 1 - 4 Payments, on regular Due Dates**

- Tax bills will be paid by direct debit from your bank account on the due dates as stated on the tax bill on the 15<sup>th</sup> day in March, May, July and September of each year.
- Interim and Final Tax Bills will still be issued so that the taxpayer is aware of the due dates and installment amounts to be withdrawn on those four dates.

#### **PLAN # 2 - 10 Monthly Payments**

- The billing withdrawals for the months of January to June will be based on the previous year's taxes over 10 months. Once the final tax bills are calculated the monthly amount for July to October will be adjusted accordingly.
- You will be notified in December of the amounts to be withdrawn from January to June and in June of the amounts to be withdrawn from July to October.
- Amounts will be withdrawn from your account on the 15<sup>th</sup> of each month (or the next business day).
- There will be no amount withdrawn in November and December.

### WATER PAP PLANS

You will receive a water bill every two months. A message will display on your bill stating "Do Not Pay – Pre-Authorized Withdrawal". This message will remain until such time as you withdraw from the Plan.

#### **PLAN # 1 - 6 payments, on regular Due Dates**

- Water bills will be paid by direct debit from your bank account on the regular due dates as stated on the water bill.

#### **PLAN # 2 – 11 Equal Monthly Payments, 1 Reconciliation Payment**

- An amount calculated from your previous billing history will be withdrawn on the 21<sup>st</sup> of each month (or the next business day).
- You will be notified in writing of the amount that will be withdrawn each month for the coming year.
- Each October a reconciliation will be done comparing actual amount due to the amount collected, any balance owing will be withdrawn from your bank account at that time. Credits of \$50.00 or less will be left on the account. Credits greater than \$50.00 will be refunded by cheque in November.