

- o Upon cancellation from any of our PAD Plans, all unpaid taxes become due and will be subject to a Penalty charge of 1.25 percent (%) on the first day of the following month and each month, thereafter, until paid.

WHAT IF I RECEIVE A SUPPLEMENTAL TAX BILL?

- o Instalments noted on Supplemental Tax Bills will not be withdrawn automatically from your bank account under our PAD Plans. You must personally pay all Supplemental Tax Bill instalments on or before the due dates noted on the bills. If you fail to pay the instalments on or before their due dates you will incur Penalty charges and you may lose your enrollment privilege to the PAD Plan.

WHAT IF A 'MISCELLANEOUS CHARGE' IS ADDED TO MY TAX ACCOUNT?

- o If 'miscellaneous charges' such as Weed Cutting Charges or Water Billing arrears are added to your tax account these 'add-on' amounts (and all Penalty charges that you may have incurred) will be added to your next scheduled PAD payment (unless you made arrangements to pay the 'add-on' charge over-the-counter or with a personal cheque by mail before your next pre-authorized payment is to be processed).

For further information regarding our Pre-Authorized Tax Payment Plans, please feel free to drop into City Hall and speak with one of our Financial Services Department Staff or call 519-376-4440 Ext 1249 or 1264

Please Return to:
 Tax Department
 City Of Owen Sound
 808 2nd Ave East
 Owen Sound ON N4K 2H4



For more information:
 Telephone: 519-376-4440 x1249
 Facsimile: 519-371-0511
 E-mail: dstephens@owensound.ca
 Web: www.owensound.ca

CUSTOMER AGREEMENT & AUTHORIZATION FORM

PRE-AUTHORIZED DEBIT (PAD) PLAN FOR CITY OF OWEN SOUND PROPERTY TAXES

****TAXES MUST BE UP TO DATE TO BE ELIGIBLE FOR ONE OF THE PAYMENT PLANS****

PLEASE SELECT A PLAN:		
<input type="checkbox"/> MONTHLY BUDGET PLAN - Ten (10) Payments	<input type="checkbox"/> MONTHLY BUDGET PLAN - Twelve (12) Payments	<input type="checkbox"/> INSTALMENT ONLY PLAN - Four (4) Payments
PLEASE PRINT		
PROPERTY AND TAXPAYER INFORMATION:		
Roll Number:	42 - 59 - _____ - _____ - _____ - 0000	
Municipal Address Of Property:	_____	
Assessed Owner's Name(s):	_____	
Type of property:	Personal <input type="checkbox"/> Business <input type="checkbox"/>	
Owner's Mailing Address:	_____	
	(City)	(Province)
Owner's /Contact's Telephone Number:	(____) - _____ - _____	

FINANCIAL INSTITUTION INFORMATION:		
Financial Institution (FI):	_____	
Mailing Address:	_____	
	(City)	(Province)
FI Account Number:	FI & Transit Number:	Branch = 5 digits, FI = 3 digits
BE SURE TO ATTACH A "VOID" CHEQUE TO THIS AUTHORIZATION FORM		

I/We authorize the City of Owen Sound, and the financial institution designated, to begin deductions as per my/our instructions for regular monthly recurring payments or one time payments from time to time, for payment of all charges arising under my/our City of Owen Sound Property Tax account(s). Regular monthly payments will be debited on the 15th or the last working day of each month. Instalment plan customers will have their payments debited on the instalment due date. The City of Owen Sound will provide written notice of the amount for the debit in advance of the debit date(s). This authorization remains in effect until the City of Owen Sound Tax Department has received written notification from me/us of its change or termination. This notification must be received in writing at least 10 days prior to the next scheduled debit. I/We have certain recourse rights if any debit does not comply with this agreement. I/We have the right to reimbursement for any PAD that is not authorized or is inconsistent with this PAD agreement. To obtain further information I/we may contact my/our financial institution or visit cdnpay.ca

***** IMPORTANT NOTE: If Multiple Signatures Are Required To Issue A Cheque Or Authorize A Debit On The Bank Account Being Used For The PAD Plan, Please Ensure They All Sign Below.**

*** Authorized Signature(s) _____ Date: _____

*** Authorized Signature(s) _____ Date: _____

PRE-AUTHORIZED DEBIT (PAD) PLANS FOR TAX PAYMENTS

The City Of Owen Sound currently offers 3 Pre-Authorized Debit (PAD) Plans as convenient ways for you to pay your property taxes. Benefits of enrolling in one of our PAD Plans include:

- The elimination of postage cost and/or the expense and inconvenience of delivering payments to our office.
- No more worries about missing due dates, incurring late payment charges.
- No more standing in long line-ups.
- No service charges or fees to participate in any of our PAD Plans.
- Our "Monthly Budget" PAD plans allow you to budget and pay your property taxes over a 10 or 12 month period.
- Once registered in one of our PAD Plans your enrollment in subsequent years will be automatic.
- Properties in ALL Tax Classes can be enrolled in any of our PAD Plans.
- To enroll in one of our PAD Plans simply complete and sign our Customer Agreement & Authorization form along with an unsigned blank cheque marked VOID and return a minimum of 10 working days prior to a scheduled payment.

'10 MONTH BUDGET' PAD PLAN

- Our '10 Month Budget' PAD Plan allows your property taxes to be paid over 10 months (January to October).
- Your 10 monthly payments will be due on the last business day of each month.
- Your January to June monthly payments will be based on your previous year's tax levy plus an additional 3 % (the extra amount allows for an anticipated tax increase for the current year).
- You will be notified in June or early July what your remaining 4 payment amounts will be, as your July through October monthly payments will be adjusted to reflect any change in your current year's total tax levy.
- During December a letter will be mailed to our 'Monthly Budget' PAD Plan participants advising them what their next year's January to June monthly payments will be.

'12 MONTH BUDGET' PAD PLAN

- Our '12 Month Budget' PAD Plan allows your property taxes to be paid over 12 months (January to December).
- Your 12 monthly payments will be due on the 15th of every month.
- Your January to June monthly payments will be based on your previous year's tax levy plus an additional 3 % (the extra amount allows for an anticipated tax increase for the current year).
- You will be notified in June or early July what your remaining 6 payment amounts will be, as your July through December monthly payments will be adjusted to reflect any change in your current year's total tax levy.
- During December a letter will be mailed to our 'Monthly Budget' PAD Plan participants advising them what their next year's January to June monthly payments will be.

'INSTALMENT ONLY' PAD PLAN

- If this plan is selected, the full amount of each tax instalment is the amount that is withdrawn from a participant's bank account on the instalment date.

ENROLLMENT, BANK ACCOUNT/PLAN CHANGES AND CANCELLATION

- To be eligible to enroll in any of our PAD Plans there must be no outstanding arrears on your tax account.
- AND, your taxes are not included with your mortgage payments and paid by your Mortgage Company.
- If for any reason you wish to be removed from any of our PAD Plans or if your Banking Information changes, YOU MUST notify our Tax Department 'In writing' at least 10 DAYS BEFORE your next pre-authorized debit.

WHAT IF I HAVE A RETURNED PAYMENT?

- A Returned Item Notification will be sent advising of any payment that is dishonoured (for any reason) and returned by your Financial Institution. Your replacement payment will include an Administration Fee and a 1.25% Penalty charge. If your replacement payment is not received by the specified date requested, your next instalment withdrawal amount will include our requested replacement amount (plus any additional Penalty charges incurred) as well as your next payment amount.
- Subscribers to any of our PAD Plans who have two payments returned during a tax year may become ineligible to continue on their plan, and will be subject to our standard Penalty and Interest charges for late payment of 1.25 % per month until paid.

WHAT IF I SELL MY HOUSE AND BUY ANOTHER HOUSE?

- Our PAD Plans are NON TRANSFERABLE.
- When you sell your home and purchase another home you must do 2 things:
 - Firstly, YOU MUST withdraw from your existing plan by notifying our Tax Department 'In writing' at least 10 DAYS BEFORE the closing date of the sale of your home and,
 - Secondly, YOU MUST complete a new application for the new home that you are purchasing.