

**THE CORPORATION OF THE CITY OF BROCKVILLE
ELECTRONIC PRE-AUTHORIZED MONTHLY PAYMENTS FOR TAXES**

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With our pre-authorized debit option your payment is made automatically the first day of each month and credited toward your taxes. **You make 12 MONTHLY PAYMENTS BEGINNING JANUARY 1; THE 12TH INSTALLMENT, DECEMBER 1**, will complete your payment for the balance of the tax year.  
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HOW CAN YOU JOIN?

Complete and sign the enrolment / authorization form below. Attach your personal unsigned blank cheque, marked VOID. Mail or deliver this form and voided cheque to:

The Corporation of the City of Brockville
Attention: Revenue Office
P.O. Box 5000,
1 King Street West
Brockville, Ontario
K6V 7A5

or Applications and voided cheques may also be faxed to (613) 342-2261

or Emailed to: taxation@brockville.com or dscott@brockville.com

Note: Ratepayers who have already registered in the plan are not required to complete and submit another application.

.....cut here, and return bottom portion to Revenue Office.....

PRE-AUTHORIZED PAYMENT AUTHORIZATION

Roll # _____

Prop Location _____

Name _____

Mailing Address _____

Postal Code _____ Home Phone _____ Business Phone _____

Bank _____ Bank Account # _____

(voided cheque is attached).

I agree that a pre-authorized debit in the amount of \$ _____ on my account monthly beginning January 1, (_____). This amount may be increased / decreased at a future date. I acknowledge that I have read and understood all the provisions in the terms and conditions of the pre-authorized payment application; and that I have received a copy.

signature

date

signature

TERMS AND CONDITIONS

I (we) authorize the payee (The Corporation of the City of Brockville) to debit my (our) account as indicated on the attached void cheque under the terms and conditions agreed to by me (us) with the payee until such time as a written notice to the contrary is given. I (we) agree that delivery of this authorization to the Payee constitutes delivery by me (us) to the Financial Institution. I (we) will notify the Payee in writing of any changes in the account information or termination of this authorization 30 days prior to the next due date of the pre-authorized debit.

REGULATIONS

1. Taxpayers must not have arrears on their account in order to join the plan.
2. A taxpayer will pay the taxes in accordance with the instalments as established. Failure to remit the required payment will result in the imposition of interest payable at the prevailing rate for each month or fraction thereof.
3. Taxpayers who do not have sufficient funds to cover a payment will be levied the charge for a returned payment.
4. Taxpayers who have two instances of insufficient funds will be taken off the payment plan.
5. Taxes will be due and payable on the due dates as established by Brockville City Council from time to time. Failure to remit the required payment will result in the imposition of interest payable at the prevailing rate for each month or fraction thereof.
6. Supplementary billings will not be included in the payment plan and will be billed separately.
7. An annual fee will be charged to all participants on the final tax due date of \$6.50 (subject to change)
8. Any tax increase or decrease for the year will be reflected in your 4 final monthly tax payments of the year.

I (we) warrant that all persons whose signature(s) are requested to sign on this account have signed this agreement.

The Corporation of the City of Brockville may, at its sole option, cancel or suspend the right to pay the tax account by this payment method on ten days' notice.

An arrears plan is available. Special arrangements can be made once the ratepayer has the approval of the Tax Collector. Interest at the prevailing rate will be charged on all arrears the first day of each month.