

### Terms and Conditions:

- Enrollment in the pre-authorized payment plan is automatically renewed each year and information about the next year's payment amount will be sent to you.

- As taxes are calculated based on assessment value, if there is any change in your assessment value from the previous year, you will have two options:

1. Make any necessary adjustments to the monthly payment amount;
2. Withdraw from the Pre-Authorized Payment Plan.

- If, **FOR ANY REASON**, a payment is returned, you will be subject to a finance charge and applicable penalties. The amount of the returned payment plus finance charge and applicable penalties will be added to your next month's payment. If any two payments should be returned, your enrollment in the Pre-Authorized Payment Plan will be terminated.

- If, **FOR ANY REASON**, you wish to be removed from this payment plan, or if your banking information changes, **YOU MUST** notify the Township **IN WRITING** at least **THIRTY (30) DAYS BEFORE** the next pre-authorized payment is due.

### Who may enroll:

- You must have no arrears outstanding on your account.
- Your last assessment must be a full assessment.
- You do not pay your taxes with your mortgage.

### Benefits of the Pre-Authorized Payment Plan:

- ✓ Savings on postage and trips to pay your bills.
- ✓ Easier on your budget by spreading out payments over each year.
- ✓ No interest/penalty or service charges. (Following conditions)
- ✓ No late payment charges or missed payments.

### How the monthly plan works:

- Your previous year's tax levy is divided into 10 equal payments. This amount will be deducted directly from your bank account on the **first Friday** of each month from January to October.

- Any remaining balance due for your current year's taxes will be deducted directly from your bank account on the first Friday of November. You will be notified in mid-October as to the amount of this final payment.

### How the Instalment Date works:

Property taxes will be withdrawn from your account on the instalment dates of the interim and final billings.

### How to enroll:

Complete and sign the Authorization Form (inside) and attach an unsigned blank cheque marked "VOID". Submit your form to the Township Office.



THE CORPORATION OF THE  
TOWNSHIP OF  
GUELPH/ERAMOSIA

OFFERS YOU  
AN EASIER WAY

TO PAY YOUR  
PROPERTY TAX BILL  
**PRE-AUTHORIZED  
PAYMENT PLAN**

2010  
Application/Authorization Form  
inside...

Questions? Call 856-9596  
Ext. 102 or 104