

# Pre-Authorized Property Tax Payment Plan Enrollment Form

Pre-Authorized Payment Plan- The Town offers 2 payment plans, Instalment and Monthly. To qualify for these plans, your taxes must be current, and an enrollment form must be completed, along with a void check or bank authorization.

**Attach a cheque marked "VOID" or a PDF printout from your bank with the application.**

Completed forms and void checks/PDF printouts can also be emailed to [finance@ingersoll.ca](mailto:finance@ingersoll.ca)

## **TAX ACCOUNT MUST BE PAID IN FULL BEFORE YOU CAN ENROLL IN PAP PAYMENT PLAN**

### **Pre-authorized Payment Plan**

#### **12 Month**

One payment each month for 12 months.  
Payment will be debited the first of every month.

#### **Instalments**

Payment will be debited the last business day of February, May, August and October.

### **Personal Information**

Full Name(s):

Address:

Roll Number:

Email:

Phone Number:

Would you like to register for paperless billing:  Yes  No

I/We hereby authorize my/our Financial Institution to debit my/our account indicated below for all estimated property taxes payable per the attached void check.

Signature:

Date:

Signature:

If more than one signature is required on account, please ensure all have signed.

### **Terms and Conditions**

- If you change your banking information or sell your property, you must notify treasury in writing at least 20 days before PAP is to come out of your account. Please be sure to notify us to avoid administration fees from the refund per our fee schedule.
- If two withdrawals from your account fail to be honoured, your enrollment in the plan will be cancelled.
- If pre-authorized payment is returned with non-sufficient funds, an NSF fee will be applied to your account per our fee schedule.

### **Internal Use Only**

Bank Name:

Transit Number:

Institution Number:

Account Number:

Effective  
Enrollment Date:

Installment  
Amount: