



## TOWNSHIP OF NORWICH PRE-AUTHORIZED PAYMENT PLAN FOR PROPERTY TAXES

### BENEFITS OF THE MONTHLY PLAN

- Easy to budget by spreading payments over (ten) 10 equal payments withdrawn automatically from your bank account.
- Saves cost of postage or cost of driving to municipal office to pay your taxes.
- Avoid late payment or worry about missing due dates.

### HOW MUCH DOES IT COST?

- There are no service charges or penalty for using the Pre-authorized Payment Plan.
- The amounts deducted are based only on taxes levied.

### WHO MAY ENROL?

- You must have no arrears outstanding on your tax account.
- Your latest assessment must be a full assessment.
- Your taxes are not included in your mortgage payments.

### HOW THE MONTHLY PLAN WORKS

- Your annual tax levy will be estimated based on the prior year's actual taxes, and divided into ten (10) equal payments. This amount will be deducted directly from your bank account on the *last working day of the months* from January to September. Once the actual tax rates have been established for the year, the amount for October will be adjusted accordingly.
- In December and September your enrollment in the Pre-Authorized Payment Plan will be confirmed by letter or email indicating the amount to be withdrawn from your account on a monthly basis.
- Your final tax bill will be receipted and sent to you by December 1<sup>st</sup> each year.

### OR FOUR PRE-AUTHORIZED PAYMENTS

- If you would like your four (4) regular tax installments to be withdrawn automatically from your bank account.
- This may be great idea for those that like to go south for the winter, no worries about leaving the post-dated cheque at the office, or getting someone else to pay the installment.

### TERMS AND CONDITIONS

- Enrollment in the Pre-Authorized Monthly Payment Plan is automatically renewed each year, and information about the next year's payment amount will be sent with the receipted tax notice.
- Enrollment in the Pre-Authorized Four Payment Plan is automatically renewed each year.
- If for any reason you wish to be removed from this payment plan, or if your banking information changes, **YOU MUST** notify the tax office IN WRITING at least THIRTY (30) DAYS BEFORE the next pre-authorized payment is due.
- If for any reason a payment is returned, you will be subject to a \$25.00 service charge plus applicable penalties to your tax account. Subscribers to the plan who have two payments returned will become ineligible to continue on the plan, and will revert to the four (4) installment system of payment, subject to standard penalties and interest of 1.25% per month for late payment.

### HOW TO ENROL

- Complete and sign the attached Authorized Form
- Attach an unsigned, blank cheque marked "VOID"
- Authorized forms must be received at the Township of Norwich office by November 15<sup>th</sup>, 2002 to ensure your enrolment in the 2003 Pre-Authorized Payment Plan
- Please indicate on the form if it's the four (4) or the ten (10) Payment Plan that you are interested in.



TOWNSHIP OF NORWICH  
PRE-AUTHORIZED PAYMENT PLAN  
FOR PROPERTY TAXES

AUTHORIZATION FORM

Owner Names: \_\_\_\_\_  
\_\_\_\_\_

Telephone No.: Res: \_\_\_\_\_ Bus: \_\_\_\_\_

Assessment Roll No.: \_\_\_\_\_ Account #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Financial Institution: \_\_\_\_\_ Acct. No.: \_\_\_\_\_

Branch No.: \_\_\_\_\_ Transit No.: \_\_\_\_\_

Branch Address: \_\_\_\_\_

Please check one (1) of the following:

4 installments

10 installments

I/We hereby authorize the above Financial Institution to debit my/our account each month as indicated above for all payments payable to the Corporation of the Township of Norwich.

I/We accept the terms and conditions herein defined and authorize the Township of Norwich to begin deductions for payment of my/our tax account for the amount specified. I/We ensure that the funds will be available each month to cover withdrawal and that insufficient funds will result in finance charges as applicable, and possibly cancellation of my/our enrollment in the payment plan.

This authority is to remain in effect until cancelled by either myself/us or the Township of Norwich by written notification. If not cancelled, it will remain in effect for future years.

\_\_\_\_\_  
\*\*Authorized Signature (1)

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*\*Authorized Signature (2)

\_\_\_\_\_  
Date

\*\*If more than one signature is required for withdrawals against the account number specified, all authorized signatures must be given.

**ATTACH VOIDED CHEQUE HERE**

Mail to: Township of Norwich, P.O. Box 100, 210 Main Street, East, OTTERVILLE, Ont. N0J 1R0

For Office Use Only:

Date Processed: \_\_\_\_\_