



## Corporation of the Town of Mattawa

Telephone: (705) 744-5611 ~ Fax: (705) 744-0104

160 Water Street, P. O. Box 390

Mattawa, ON P0H 1V0

[www.mattawa.ca](http://www.mattawa.ca)

### PRE-AUTHORIZED PAYMENT PLAN AGREEMENT PROPERTY TAX AND WATER/WASTEWATER

**PROPERTY ROLL # 4821- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ -0000**

Please return the completed form along with a VOID Cheque or Direct Deposit Authorization Form from your financial institution to:  
Town of Mattawa, 160 Water St, PO Box 390, Mattawa, ON P0H 1V0  
or fax to (705) 744-0104 or e-mail to [info@mattawa.ca](mailto:info@mattawa.ca)

#### PROPERTY TAXES PAYMENT OPTIONS

<input type="checkbox"/> <b>MONTHLY PLAN</b> 12 Months (January – December) ____ day of each month	<input type="checkbox"/> <b>INSTALLMENT PLAN</b> 4 withdrawals per year February 28, April 30 July 31, September 30	<input type="checkbox"/> <b>BI-WEEKLY PLAN</b> 26 Bi-weekly payments Beginning date: _____
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#### WATER & SEWER (WASTEWATER) PAYMENT OPTIONS

<input type="checkbox"/> <b>MONTHLY PLAN</b> 12 Months (January – December) ____ day of each month	<input type="checkbox"/> <b>INSTALLMENT PLAN</b> 4 withdrawals per year February 28, April 29 July 29, September 30	<input type="checkbox"/> <b>BI-WEEKLY PLAN</b> 26 Bi-weekly payments Beginning date: _____
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<b>NAME(S):</b>	<b>CIVIC ADDRESS:</b>
<b>TEL: HOME/CELL</b>	<b>MAILING ADDRESS:</b>
<b>EMAIL:</b>	

*Kindly contact the Municipal Office at (705) 744-5611 for further information.*



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### **PAYOR'S PRE-AUTHORIZED PAYMENT PLAN APPLICATION**

You, the Payor, hereby authorize the Corporation of the Town of Mattawa to debit the bank account identified as per the attached void cheque or direct deposit authorization form and will advise any change in this regard and the authorization is to remain in effect until cancelled in writing.

You, the Payor, may revoke your authorization at any time in writing subject to providing notice not to exceed 30 days.

**Signature of Account Holder**

X \_\_\_\_\_

Name: \_\_\_\_\_

(please print)

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

**Signature of Joint Account Holder (if applicable)**

X \_\_\_\_\_

Name: \_\_\_\_\_

(please print)

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

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAP Agreement. To obtain more information on your recourse rights, contact your Financial Institution or visit [www.cdnpay.ca](http://www.cdnpay.ca)

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## **PRE-AUTHORIZED PAYMENT PLANS** **PROPERTY TAXES & WATER/SEWER (WASTEWATER)** **TERMS AND CONDITIONS**

### **1. PLAN OPTIONS: - For properties that are NOT in arrears:**

#### **A. MONTHLY PROPERTY TAXES:**

- The Plan will run from the month of January to December of each year-12 monthly payments.
- The first six payments (January to July) are based on the previous year's taxes. The remaining five payments (August to December) are adjusted to reflect any changes to taxes due to tax rate or assessment related changes.
- The Final Tax Bill will be mailed in July and will indicate your total taxes for the year and is sent for your information only. – DO NOT PAY. Please retain this bill for income tax purposes. Written notice will be included with the final bill outlining the five remaining payments for the year.

#### **B. BY-WEEKLY PROPERTY TAXES:**

- The Plan will run from the Month of January to December of each year 26 BY-WEEKLY Payments.
- The first sixteen payments (January to July) are based on the previous year's taxes. The remaining ten payments (August to December) are adjusted to reflect any changes to taxes due to tax rate or assessment related changes.
- The Final Tax Bill will be mailed in July and will indicate your total taxes for the year and is sent for your information only. – DO NOT PAY. Please retain this bill for income tax purposes. Written notice will be included with the final bill outlining the 10 remaining payments for the year.

#### **C. MONTHLY WATER/SEWER:**

- The Plan will run from the Month of January to December of each year 12 monthly payments.
- The first seven payments (January to August) are bases on the previous year water levy. The remaining five payments (September to December) are adjusted to reflect any changes to water due to water rate or assessment related changes.
- The Final Water Bill will be mailed in August and will indicate your total water bill for the year and is sent for your information only. - DO NOT PAY. Please retain this bill for income tax purposes. Written notice will be included with the final bill outlining the five remaining payments for the year.

#### **D. BY-WEEKLY WATER/SEWER:**

- The plan will run from the Month of (January to August) of each year 26 by-weekly payments.
- The first sixteen payments (January to August) are bases on the previous year water levy. The remaining ten payments (August to December) are adjusted to reflect any changes to water due to water rate or assessment related changes.
- The Final Water Bill will be mailed in August and will indicate your total water bill for the year and is sent for your information only. – DO NOT PAY. Please retain this bill for income tax purposes. Written notice will be included with the final bill outlining the ten remaining payments for the year.

### **2. INSTALLMENTS BASED ON DUE DATES:**

- Payment in the amount of the Tax levy and/or Water & Sewer (wastewater) billings are withdrawn directly from your bank account on the dates indicated on the invoices.

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### **ENROLLMENT:**

- To enroll, complete the attached Pre-Authorization Payment Plan application form.
- Attached a void cheque from the account you wish used for withdrawal purposes.
- Once registered in either plan, you will automatically be enrolled in subsequent years
- The payment plan is not transferable to another property. A new application must be completed for each property.
- Upon entry into the program, you will be mailed a letter confirming the amount of payment and due date.

### **MISSED/RETURNED PAYMENTS:**

- A \$40.00 administration fee will be charged if funds are returned by the bank
- A letter of notification will be sent reflecting the amount due.
- Plan will be discontinued immediately until a replacement cheque has been received, at which time the plan will be reinstated.

### **CHANGE INFORMATION/OWNERSHIP/CANCELLATION:**

- All changes to your Pre-Authorized Payment Plan information must be received in writing at least 15 days prior to the next withdrawal date.
- Of we are not notified by the property owner or lawyers, the Pre-Authorized Payment Plan will be cancelled immediately upon receipt of notification of change of ownership.
- Cancellation Notices are available at the Municipal Office. (Form PAP3)

### **PRIVACY AGREEMENT:**

- The Purpose of the Privacy Agreement is to ensure the information collected be kept in strict confidence and used to set up pre-authorized payments protected by the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended ("The Act")

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