



**MUNICIPALITY OF THAMES CENTRE  
PRE-AUTHORIZED PAYMENT PLAN  
FOR PROPERTY TAXES AND/OR WATER ACCOUNTS**  
*(Please fill in all applicable blanks)*

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

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: *(optional)* \_\_\_\_\_

<p>Assessment Roll Number:</p> <p>1. <b>3926-</b> _____</p> <p>2. <b>3926-</b> _____</p> <p>3. <b>3926-</b> _____</p> <p>Please Check One of the Following:</p> <p>_____ 4 Installments _____ 10 Installments</p> <p>Please see reverse for details.</p>	<p>Water Account Number:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>Thames Centre will debit my/our water account <b>bi-monthly</b> for the variable water charges due on the 25<sup>th</sup> of every other month. Amounts deducted are based on the actual bi-monthly charges.</p>
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**ATTACH A VOID CHEQUE OR BANKING INFORMATION FROM YOUR FINANCIAL INSTITUTION.**

I/We hereby authorize my/our Financial Institution to debit my/our account as indicated on void cheque for all payments payable to the Municipality of Thames Centre.  
 I/We accept the terms and conditions herein defined on reverse and authorize the Municipality of Thames Centre to begin deductions for payment of my/our tax and or water account(s) for the amount specified. I/We ensure that the funds will be available to cover withdrawal and that insufficient funds will result in finance charges as applicable, and possibly cancellation of my/our enrolment in the payment plan.  
 This agreement may be deemed null and void upon any payment returned by the banking system.  
 This authority is to remain in effect until cancelled by either myself/us or the Municipality of Thames Centre by written notification. If not cancelled, this authority will be automatically renewed for all 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.

## **PRE-AUTHORIZED PAYMENT PLAN FOR PROPERTY TAX**

### **BENEFITS OF THE PROPERTY TAX MONTHLY PLAN:**

- Easy to budget by spreading your payments over ten monthly payments withdrawn automatically from your bank account on the 10<sup>th</sup> of each month February to November (except for August which will be on the 20<sup>th</sup>);
- Saves the cost of postage and your time paying your taxes
- Avoid late payment charges (15% per annum) or worry about missing due dates.

In January of each year, your enrollment in the Pre-Authorized Payment Plan will be confirmed by letter or e-mail indicating the amount to be withdrawn from your account on the 10<sup>th</sup> of each month for the period of February to July. The amount to be withdrawn will be based on your prior year's actual taxes divided into 10 monthly payments.

In July of each year your final tax bill will be calculated. This tax bill will show the total final tax levy for the current year less interim taxes levied. A letter will accompany this final tax bill indicating the amount to be withdrawn for the period August to November.

### **BENEFITS OF THE PROPERTY TAX QUARTERLY PLAN:**

- This plan is ideal for individuals who would prefer to have their four regular installments to be withdrawn automatically from their bank account on the scheduled due dates.
- This may be a great idea for those who like to go south for the winter because there are no worries about leaving the post-dated cheque at the office, or getting someone to pay the installment.

## **PRE-AUTHORIZED PAYMENT PLAN FOR WATER ACCOUNT**

### **BENEFITS OF THE WATER BI-MONTHLY PLAN:**

- Saves the cost of postage and your time paying your water bills
- Avoid late payments or worrying about missing due dates

### **HOW MUCH DOES IT COST?**

- There are no service charges or penalties for using the Pre-Authorized Payment Plan.

### **HOW DO I ENROLL?**

- Complete and sign the Authorization Form located on the reverse side of this notice;
- Attach an unsigned blank cheque marked "VOID", or obtain banking information from your Financial Institution;
- Return to the Municipality of Thames Centre office, 4305 Hamilton Road, Dorchester, ON N0L 1G3; or, e-mail [inquiries@thamescentre.on.ca](mailto:inquiries@thamescentre.on.ca)

### **TERMS AND CONDITIONS:**

- Enrollment in the Pre-Authorized Payment Plan is automatically renewed each year. If, for any reason, you wish to be removed from this payment plan (for example, you have sold your residence), or if your banking information changes, **YOU MUST NOTIFY THE MUNICIPALITY OF THAMES CENTRE, IN WRITING, AT LEAST THIRTY DAYS BEFORE** the next pre-authorized payment is due.
- If a payment is returned for any reason, you will be subject to a \$35.00 service charge plus applicable penalties to your account.
- Subscribers to the plan who have two payments returned will become ineligible to continue on the plan.