



## PRE-AUTHORIZED PAYMENT PLAN (PAP) AGREEMENT

I/We hereby authorize the Town of Wasaga Beach and the designated financial institution to begin deductions as per the Plan selected below. In addition, I/we acknowledge that there will be a \$35.00 service charge for a Pre-Authorized Payment that is refused by my financial institution. Second occurrence will result in automatic cancellation of PAP. Should there be any change to my address or banking information, it is my responsibility to provide written notice to the Treasury Dept.

**Date applicant would like Plan(s) to begin:** \_\_\_\_\_

**Wasaga Beach Address:** \_\_\_\_\_

### PROPERTY TAX ROLL

**4364** - - - -

PLAN #1 = 4 Due Dates (15th of March, May, July, September)

OR

PLAN #2 = 10 Installments (15<sup>th</sup> of January to October)

### WATER/SEWER ACCOUNT

PLAN #1 = 6 Due Dates (21st of February, April, June, August, October, December)

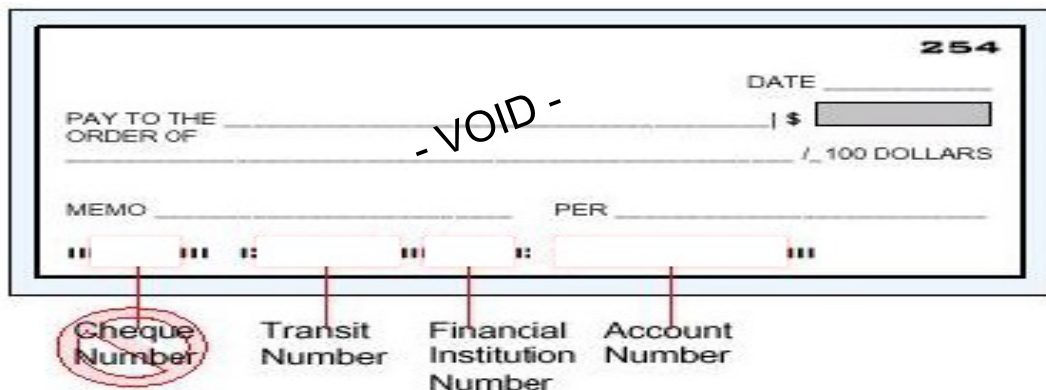
OR

PLAN #2 = 11 Installments (21st of each month + October Reconciliation)

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

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

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





# Pre-authorized Payment Plan (PAP) Information

- To participate in a PAP plan you must include a voided cheque from a Canadian bank account.
- Prior to enrolling in any PAP all arrears must be paid in full.
- To enroll the completed form and void cheque must be received no less than 10 business days prior to the next applicable due date.
- You may cancel the plan at any time but please note that 10 days written notice must be given prior to the next withdrawal date. The cancellation form can be found on our website [www.wasagabeach.com](http://www.wasagabeach.com) under the forms section.
- Payments returned from the Bank for any reason are subject to a \$35 administration fee, and a second occurrence will result in your removal from the plan.
- It is the customer's responsibility to notify the Town of Wasaga Beach of any changes to the banking information or sale of the property.

## TAX P.A.P. PLANS

You will continue to receive regular tax bills and a message will display on your tax bill that states "You are enrolled in the Pre-Authorized Payment Plan." This message will remain until such time as you withdraw from the Plan. 10 days written notice prior to a due date, is required to withdraw from the Plan.

### **PLAN # 1 - 4 Payments, on regular Due Dates**

- Tax bills will be paid by direct debit from your bank account on the regular due dates as stated on the tax bill in March, May, July and September of each year).
- Both the Interim and Final Tax Bills will still be issued so that the taxpayer is aware of the due dates and installment amounts to be withdrawn on those four dates.

### **PLAN # 2 - 10 Monthly Payments**

- The billing withdrawals for the months of January to June will be based on the previous year's taxes over 10 months. Once the final tax bills are calculated the monthly amount for July to October will be adjusted accordingly.
- You will be notified in December of the amounts to be withdrawn from January to June and in June of the amounts to be withdrawn from July to October.
- Amounts will be withdrawn from your account on the 15<sup>th</sup> of each month (or the next business day) for 10 months.
- There will be no payment in November and December.

## WATER P.A.P. PLANS

You will continue to receive a water bill every two months. A message will display on your bill stating "Do Not Pay – Pre-Authorized Withdrawal". This message will remain until such time as you withdraw from the Plan. 10 days written notice, prior to a due date, is required to withdraw from the Plan.

### **PLAN # 1 - 6 payments, on regular Due Dates**

- Water bills will be paid by direct debit from your bank account on the regular due dates as stated on the water bill (on the 21<sup>st</sup> of February, April, June, August, October and December or the next business day).

### **PLAN # 2 - 11 Budget Plan Monthly Payments, 1 reconciliation month**

- An amount determined by the Treasury Department based on your previous years' history will be withdrawn from your account on the 21<sup>st</sup> of each month or the next business day. You will be notified annually in writing of the amount and the dates in which the withdrawals will take place.
- Each year a reconciliation will occur in October to compare actual usage amounts to the budget amount any difference will be withdrawn from your bank account at that time.