

Pre-Authorized Plan Application Form

Terms & Conditions

1. I (We) authorize the payee to debit my (our) account as indicated on the attached “VOID” cheque under the terms and conditions agreed to by me (us) with the payee until such time as written notice to the contrary is given.
2. I (We) acknowledge that delivery of my (our) authorization to the payee constitutes delivery by me (us) to the branch of the financial institution at which I (we) maintain an account, and that such financial institution is not required to verify that the payment(s) are drawn in accordance with this authorization. Termination of this authorization does/may not terminate the contract for goods or services exchanged.
3. I (We) **will notify the payee in writing** of any changes in the account information or termination of this authorization 14 days prior to the next due date of the pre-authorized debit.
4. A charge may be made by the Corporation of the Township of Rideau Lakes (and added to the tax account) in the event any cheque or other order is not paid by the financial institution or any electronic transfer is not completed due to insufficient funds in the account or any other reason.
5. I (We) warrant that all persons whose signature(s) are requested to sign on this account have signed this agreement.
6. The Corporation of the Township of Rideau Lakes may, at its sole option, cancel or suspend the right to pay the tax account pursuant to the authorization:
 - Without notice if any cheque or other order is not paid by the financial institution;
 - Without notice if any electronic transfer is not completed; or
 - Otherwise, on 14 days notice.
7. Only ratepayers with no arrears will be allowed to enroll in this pre-authorized plan.
8. Ten Monthly Payments. This plan runs from February to November of each year with ten payments due the last working day of the month. The first pre-authorized debits will be approximately one tenth of the previous years total tax levy. After the final tax bills are calculated the payment will be adjusted to reflect the current tax rate and current assessed value.

Questions or Concerns

If you require additional information please contact the Tax Office at 1-866-677-4577 or 613-928-2896, ext. 232 or 233. Our office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. Our e-mail address is barb@twprideaulakes.on.ca.

Township of Rideau Lakes

Pre-Authorized Plan Application Form

I (We), the undersigned agree to the terms & conditions as outlined on this form and hereby authorize the financial institution (identified below) to draw monthly payments from the account (identified below), payable to the Township of Rideau Lakes for payment of property taxes.

Name _____

Civic Address _____ Residence Tel # () _____

Assessment Roll # _____ Daytime Tel # () _____

Financial Institution _____

Signature #1 _____ Date _____

Signature #2 _____ Date _____

(IF MORE THAN ONE SIGNATURE IS REQUIRED ON THE ACCOUNT, ALL MUST SIGN)

Important: A cheque marked “VOID” must be returned along with the completed agreement.

*** Once registered, you will automatically be enrolled in subsequent years, unless you notify the Township of Rideau Lakes Tax Office. 14 days written notice must be provided to cancel or change the plan. The 14 days notice also applies to any changes to your banking information.**