



**PRE-AUTHORIZED
DEBIT AGREEMENT
AVAILABLE NOW**

TOWNSHIP OF MELANCTHON
157101 HIGHWAY 10
MELANCTHON, ON
L9V 2E6
PHONE: 519-925-5525
FAX: 519-925-1110

WEBSITE:

WWW.MELANCTHONTOWNSHIP.CA

EMAIL:

INFO@MELANCTHONTOWNSHIP.CA

QUALIFICATIONS

- No outstanding arrears on tax account
- You do not pay your taxes with your mortgage

TO GET STARTED

Complete the attached Form

THE DUE DATE PLAN

Payment to your tax account in the amount of the installment due is withdrawn from your account on the due date.

THE MONTHLY PLAN

The monthly plan provides a convenient way to budget. The Tax Department will calculate a monthly payment amount which will be **withdrawn on the 28th of each month**. The monthly payment amount collected may be slightly higher than your annualized Tax Amount, this is to help offset any increase for the final billing of the year. In July your account will be reviewed once the Final Tax Billing is calculated, and your August payment may have to be adjusted to include any remaining balance or credit.

GENERAL INFORMATION

If you own more than one property, a separate authorization is required for each property. If you are expecting a value change such as building an addition, or constructing a new home, a separate Supplemental Billing will be generated. Your Monthly Plan amounts may be adjusted to include the additional taxation. All tax amounts billed in the current year must be paid by December. Please call if you have any questions regarding Supplemental Billings.

Please Notify the Municipality in Writing

- If your mailing address changes
- If you have sold your property
- If you have purchased a new property
- If you wish to discontinue/change the plan

TERMS & CONDITIONS

- Enrollment is automatically renewed annually. Information about the changes in your payment will be sent out with your tax bill.
- If payment is not met for any reason, you will be subject to a finance charge and applicable penalties.
- If any two payments are not met, your enrollment in the Pre-Authorized Debit PAD Agreement will be terminated.
- To be removed from the plan, or if banking information changes, notify the Township Tax Department in writing at least 30 days before the next payment is due.

PRE-AUTHORIZED DEBIT AGREEMENT

Please provide a separate authorization for each property.
22-19-000-00-____-_____-0000
Property Roll Number

Property Address: _____

Registered Owner: _____

Home Phone # _____ Cell Phone # _____
() ()

E-mail Address _____

Banking Information

Financial Institution Name: _____

Address: _____

Account No. _____ Transit No. _____

Financial Inst. No. _____ Savings Chequing

PLEASE ATTACH A "VOID" CHEQUE

You, the payor authorizes the Municipality to debit identified below:

Please register me for: (Check only one plan)

- Due Date
- Monthly Plan (28th of each month)

You, the Payor may revoke your authorization at any time in writing subject to providing notice of 30 days to the Township of Melancthon. To obtain a sample cancellation form, or further information on your right to cancel a PAD agreement, contact your financial institution or visit www.payments.ca.

Name (Please print)

1st Signature Date

2nd Signature Date

If more than one signature is required on cheque issued against the account, all depositors must sign.

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 the PAD Agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.payments.ca.

PAYMENT OPTIONS

BY MAIL TO:

TOWNSHIP OF MELANCTHON
157101 HIGHWAY 10
MELANCTHON, ON L9V 2E6

Cash, Cheque, Debit, Internet and Telephone Banking, Pre-Authorized Debit Plan.

For Pre-Authorized Debit
Choose Either:
The Due Date Plan
Or The Monthly Plan

To Get Started
Complete Form on Reverse

For Internet and Telephone Banking: to be sure payment is received in our office by the Due Date, please process your payment at least **THREE DAYS PRIOR TO THE DUE DATE TO ALLOW FOR BANK PROCESSING.**

Office Hours are as follows:
Monday to Friday
8:30 a.m. to 4:30 p.m.

After hours mail can be dropped off in the drop box located at the front door (facing Highway 10). Do not leave cash in the drop box.

PAYMENT MUST BE RECEIVED IN OUR OFFICE BY THE DUE DATE.

TAX BILLING INFORMATION

INTERIM BILLING

The INTERIM BILLING is calculated by using 50% of the previous year annual taxes divided into two installments.

The Interim Billing installment due dates

(Subject to change)
Fourth Tuesday of February
Fourth Tuesday of May

FINAL BILLING

The FINAL BILLING is calculated using the Tax Rates and charges which are established annually for each of the property classes and the current value assessment (CVA) which has been determined by MPAC. The total annual taxes less the Interim billing is divided into two installments.

The Final Billing installment due dates

(Subject to change)
Fourth Tuesday of August
Fourth Tuesday of November

PENALTY & INTEREST

Arrears are due immediately. Payments are due on the due dates and in the amounts indicated on the tax bill. If taxes are not paid on the due date a penalty of 1.25% will be charged on the first day of each calendar month until paid in full. Neither the Treasurer nor the Tax Department staff have the authority to waive penalty charges.

SUPPLEMENTARY TAX BILLING

You may have received a Supplementary Tax Bill if there has been a change to your property assessment value. Examples may be for an improvement such as a deck, addition, pool, garage, new home.

ASSESSMENT INFORMATION

MPAC

Municipal Property Assessment Corporation

Visit on the Web at: www.mpac.ca

Phone Toll Free 1-866-296-6722

AGRICORP

Farm Property Class

Tax Rate Program

(The program was run by OMAFRA – Ontario Ministry of Agriculture, Food and Rural Affairs)

Visit on the Web at: www.agricorp.com

Phone Toll Free 1-888-247-4999

TTY: 1-877-275-1380