



CORPORATION OF THE TOWNSHIP OF PUSLINCH

7404 Wellington Rd 34
RR 3 Guelph, ON N1H 6H9
T: (519) 763-1226
F: (519) 763-5846
www.twp.puslinch.on.ca
michellec@twp.puslinch.on.ca

PRE-AUTHORIZED PAYMENT AGREEMENT

Property Owner(s): _____

Roll Number: 23 – 01 - 000- _____ - _____ - 0000

Mailing Address: _____

Phone Number: (_____) _____ - _____

I (We) authorize the Corporation of the Township of Puslinch to process an electronic, paper, or other form of debit for the purpose of property tax payment in the amount of:

(Choose only one of the following options by initialing in the space provided)

2A VARIABLE MONTHLY AMOUNT (February – December)

(Amounts required to clear taxes for the year):

“\$X” on my (our) account on the 15th day of each month (or next business day if this day falls on a weekend or holiday) with “variable payment amount \$X” being stated on a statement mailed to me (us) 10 days before the date of the initial debit.

_____ (initial to select Option 2A)

Start date: _____

3 TAX BILL INSTALLMENT AMOUNT

“\$X” on my (our) account on the date an installment is due, with “variable payment amount \$X” being stated on the tax bill mailed to me (us) 21 days before the date of the debit.

_____ (initial to select Option 3)

Start date: _____

I (We) acknowledge that I (we) have read and understand the provisions contained in the terms and conditions of the pre-authorized payment agreement and that I (we) have received a copy, and that all persons whose signatures are required to sign on this account have signed this agreement below.

Signature: _____

Date: _____

DD/MM/YYYY

Signature: _____

Date: _____

DD/MM/YYYY

Please note: Application must be completed in full and a VOID CHEQUE (or copy of one) must be returned with the application in order for this agreement to be processed.



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TERMS & CONDITIONS OF THE PRE-AUTHORIZED PAYMENT AGREEMENT

- For the purpose of this agreement, “I” and “we” refer to the taxpayer.
- A minimum of 10 days notice will be required on any changes made to any pre-authorized payment agreement, including the initiation and termination of any agreement.
- Sale of a property does **NOT** terminate an agreement. The agreement holder must provide a written notice of termination.
- The individual holding the agreement must make all requests in writing.
- Transactions can only be made in compliance with the two payment options offered. Individuals will **NOT** be able to make one-time payments by this process. Payments must fall under one of the two categories offered or they will have to be made by alternate payment method.
- For those under the **OPTION 2A - VARIABLE MONTHLY AMOUNT** agreement, a statement will be mailed a minimum of 10 days before the monthly debit amount changes. These amounts will be initiated at the beginning of the year (February-November). The final debit of the year (December) will be adjusted to clear any outstanding dollars and cents. The account will be debited on the 15th day of each month (or the next business day if this day falls on a weekend or holiday) February – December inclusive. The account must be at a zero balance before the agreement is initiated and must remain in good standing. No penalty or interest will be applied to balances carried by this method.
- For those under the **OPTION 3 - TAX BILL INSTALLMENT** agreement, the tax bill will be mailed a minimum of 21 days before the first installment is due to be debited. No reminder will be sent regarding future installments on a bill that has already been sent. The account must be at a zero balance before the agreement is initiated and must remain in good standing.
- The Township will not be held responsible for the repercussions of any incorrect bank account or payment information provided by the agreement holder.
- The Township reserves the right to refuse any agreement application that is incomplete or not accompanied by a void cheque.
- A \$40.00 service charge will be applied to each pre-authorized payment that is denied by a financial institution for any reason. This fee is subject to change without notice.
- The first time that a pre-authorized payment is denied on any property, that pre-authorized agreement will automatically be terminated, effective immediately. Notification of the termination of the agreement and an arrears statement outlining the outstanding charges will be forwarded to the agreement holder. The individual must bring the account to zero and notify the Township in writing if they wish to continue with pre-authorized payments.
- The second time a pre-authorized payment is denied, the agreement will be terminated and that property will be rendered ineligible for a new agreement for 365 days from the date of the latest agreement’s termination.
- The Township must receive a request for reimbursement within 90 days of the erroneous payment. After 90 days the payment becomes ineligible for refund.