Township of Douro-Dummer
894 South Street
PO Box 92
Warsaw ON K0L 3A0

Finance and Taxation Department

www.dourodummer.ca

Pre-authorized Tax Payment Application Form

To enroll in one of the Township of Douro-Dummer's pre-authorized tax payment programs, please complete the form below and return to the Township Municipal Office.

Contact: Donna Kelly
Email: dkelly@dourodummer.ca

I (We) hereby authorize the Township of Douro-Dummer to process a debit in paper, electronic or other form from my (our) account. The treatment of each payment shall be the same as if I (we) had personally issued a cheque authorizing payment and to debit this amount from my (our) account.

I (We) understand that new charges, such as supplementary and omitted assessments (for improvements or new construction) or outstanding charges added to the tax roll (throughout the year) are not included in the plan and **they must be paid for as they become due.**

I (We) have **attached a personal void cheque**, (any account that requires two signatures must have the same on this application form) and have indicated below the plan that I (we) wish to participate in:

- [ ] Monthly Installments (11 monthly payments) from January to November, withdrawn on the 15th business day of each month.
- [ ] Due dates for each installment of the interim and final tax bills.

I (We) acknowledge that CANCELLATION of this plan must be given in **WRITING** by myself (ourselves) or agent acting on my (our) behalf, **10 days prior** to the next transaction.

Name: _____

Name: _____

Property Address: _____

Primary Phone Number: _____

Email: _____

Business Phone Number (if applicable): _____

Start Date: _____

_____   _____
Signature   Signature

Office Use Only

Roll Number: _____

Customer ID: _____

Pre-authorized Tax Payment Programs Information

The Township of Douro-Dummer's Pre-authorized Payment Programs offer you two easy ways to pay your taxes with some added benefits:
- Savings on postage and cheque costs
- No lost, misplaced or mishandled cheques and no worries about missed due dates
- Monthly installment program allows for easier budgeting
- No standing in lineups and no service charges or fees apply
- No need to leave post-dated cheques for those that go south for the winter

Monthly Installment Program
- 11 installment payments to be paid January through November
- Installment payments are due on the 15th day of each month
- Installment payments must be paid by automatic debit from taxpayer's bank account
- Property taxes cannot be past-due or in arrears
- January through May installment payments are calculated on the previous year's tax levy
- June through November installment payments are adjusted to reflect increases/decreases in the current year's total levy

1. **Regular Installment Program**
   - Interim and final installments are withdrawn on each regular installment due date:
     - February 28th
     - April 30th
     - June 30th
     - September 30th

> ***You will continue to receive your tax bills and it will be noted that you are on a PAP tax payment program.***

Enrolment, Bank Account Changes and Program Cancellation
To enroll, make changes to your application or withdraw from the program, your application or written notice is required a minimum of 10 days prior to the next scheduled withdrawal.

Selling your property?
Your pre-authorized program is NOT transferable. You must complete a new application form for your new home and cancel the application when you sell your home.

Supplementary Taxes and Additional Tax Bills
Tax bills issues for supplementary assessments and additional charges will not be withdrawn automatically. They must, however, be paid by the due date indicated on those bills or your account will be removed from the pre-authorized program.

Penalties
An administrative fee of $30.00 will be applied to your account for payments not cleared by your financial institution. If the payment is not replaced in the specified time or if you have three returned items, you will be notified that your account has been removed from the pre-authorized program.