



**PRE-AUTHORIZED PAYMENT PLAN APPLICATION FORM**

Mail to: City of Windsor, Corporate Services Department  
350 City Hall Square West, P.O. Box 1607  
Windsor, ON N9A 6S1

Email: [propertytax@citywindsor.ca](mailto:propertytax@citywindsor.ca)  
Fax: 519-255-7310

**Attach a VOID Cheque or Banking Information provided by a Financial Institution**

**Who is Eligible:**

**If your property tax payments are up to date, then you are eligible to join this Plan. All arrears must be paid in full prior to enrolment in this plan. If you have taxes owing, please contact the City for information on the Pre-authorized Payment Plan for Tax Arrears.**

- To start your Pre-authorized Tax Payment Plan you must register **5 business days** prior to the next withdrawal date.
- A statement detailing the tax levy and withdrawal dates/amounts will be mailed usually in **late January** for the **Interim Billing** and **late June** for the **Final Billing**.
- "Non-Sufficient Funds" Payments: A charge of \$50.00 will be added to your tax account if a payment is returned Non-Sufficient Funds. Upon the second N.S.F. your registration in the plan will be cancelled.

**Cancellation of Plan (or change in bank account information):**

If at any time you are no longer responsible for the taxes on the property for which you have registered in this program (i.e. due to a sale of that property) **you must notify us in writing** that you wish to cancel the program **5 business days** prior to the next withdrawal date. For the End of Month Plan 15 business days notice is required in the month of June.

**Please Note:** Cancellations can only be made by the Property Owner/Law Firm. Banking Institutions cannot cancel on your behalf.

**Initial One (1) Box Only:**

- Due-Date Plan** - Current Tax Bill withdrawn automatically on the six Installment Due-Dates which are typically February, March, April, July, September and November.
- Mid-Month Plan-10 months** - Current Tax Bill withdrawn automatically in **10** approximate equal payments from Feb-June /July-Nov. on the 15<sup>th</sup> day of each month. If the 15<sup>th</sup> falls on a weekend the withdrawal will take place on the Monday thereafter.
- End of Month Plan-10 months** - Current Tax Bill withdrawn automatically in **10** approximate equal payments from Feb-June /July-Nov. on the last business day of each month.

**If payment is being made to pay an outstanding balance please indicate:**

Payment \$ \_\_\_\_\_ Method of Payment \_\_\_\_\_ Date of Payment \_\_\_\_\_

Tax Roll # \_\_\_\_\_ Tax Account # \_\_\_\_\_

Effective Month to start Plan: \_\_\_\_\_

Property Address: \_\_\_\_\_

Assessed Owner(s): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

I/we have read, understand and accept the terms & conditions herein, and consent to enrolling in the City of Windsor's Pre-Authorized Payment Plan. I/we authorize my/our Banking Institution to withdraw and issue payments payable to the Corporation of the City of Windsor for payment of municipal taxes. Payments will be taken from the account shown on the attached VOID cheque.

(For a joint account, if more than one signature is required on cheques, all persons must sign below.)

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

To access, change and request your property tax information on-line visit the E-Services page on the City's website at [www.citywindsor.ca](http://www.citywindsor.ca) and then choose My Property Tax to set up an account.