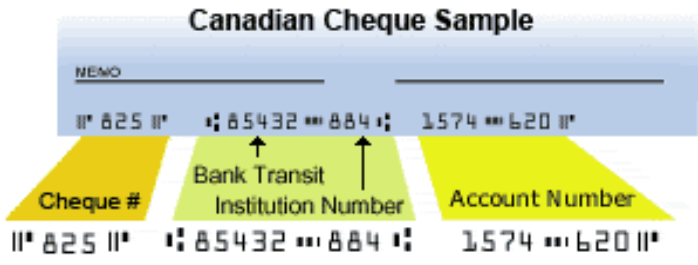


SECTION 1 – TAXPAYER & PROPERTY IDENTIFICATION				
Roll Number	3 7 3 9 - _____ - _____ - _____ - 0 0 0 0			
Account Number				
Municipal Address				
Mailing Address (if different from above)				
Property Owner(s)				
Telephone Number(s)				
Fax Number				
Email Address				
SECTION 2 – PRE-AUTHORIZED PAYMENT PLAN (1, 2 & 3)				
Please select plan by initialing one (1) box only				
<input type="checkbox"/>	Due-Date Plan			
<input type="checkbox"/>	Mid-Month Plan – 10 Months			
<input type="checkbox"/>	End-Month Plan – 10 Months			
Effective Month To Start (mm/dd/yy)				
SECTION 3 – BANKING INFORMATION – PLEASE ATTACH VOID CHEQUE HERE ^(4,5 & 6)				
<p>The City of Windsor prefers to receive a void cheque or banking information provided by a financial institution. Only complete this section if you are unable to provide a void cheque or document from financial institution.</p>				
 <p>Canadian Cheque Sample</p> <p>MEMO _____</p> <p>⑈ 825 ⑈ ⑆ 85432 ⑈⑈ 884 ⑆ 1574 ⑈⑈ 620 ⑈</p> <p>Cheque # Bank Transit Institution Number Account Number</p> <p>⑈ 825 ⑈ ⑆ 85432 ⑈⑈ 884 ⑆ 1574 ⑈⑈ 620 ⑈</p>				
Bank Transit # (5 digits)	Institution # (3 digits)	Account # (1 – 12 digits)		
Financial Institution Name				
Financial Institution Address				
SECTION 4 – OTHER INFORMATION				
If you have recently purchased this property, please indicate closing date				
Payment for outstanding balances must be made prior to start of plan. Please indicate ⁽⁷⁾ :				
Payment Amount		Method of Payment		Date of Payment
SECTION 5 – CERTIFICATION				
<p>I/we have read, understand and accept the terms & conditions herein, and consent to enrolling in the City of Windsor's PAP 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 form or as shown on the attached VOID cheque.</p> <p>For a joint account, if more than one signature is required on cheques, all persons must sign.</p>				
Print Name		Signature		Date
Print Name		Signature		Date

SECTION 6 – HOW TO SUBMIT FORM

Option #1 – Mail Completed Form to:

The Corporation of the City of Windsor
Tax Collector
350 City Hall Square West, Suite 410
Windsor, Ontario N9A 6S1

Option #2 – Submit completed form electronically to:
propertytax@citywindsor.ca

Option #3 – Fax completed form to: [519-255-7310](tel:519-255-7310)

SECTION 7 – NOTES

- (1) To start a Pre-Authorized Payment (PAP) Plan, you must register at least **5 business days** prior to the next withdrawal date.
- (2) **Due-Date Plan** – Funds will be withdrawn automatically on the six Installment Due-Dates which are typically February, March, April, July, September and November.
Note for 2020: Final installment due dates will be in August, September and November.
Mid-Month Plan-10 months – Funds will be withdrawn automatically in **10** approximate equal payments from Feb-June and July-Nov. on the 15th day of each month. If the 15th falls on a weekend, the withdrawal will take place on the Monday thereafter.
Note for 2020: As the Final Bill installment dates were moved back due to COVID-19 – equal payments for the 2nd half of the year will be taken from Aug-Dec.
End of Month Plan-10 months – Funds will be withdrawn automatically in **10** approximate equal payments from Feb-June and July-Nov. on the last business day of each month.
Note for 2020: As the Final Bill installment dates were moved back due to COVID-19 – equal payments for the 2nd half of the year will be taken from Aug-Dec.
- (3) 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 this PAP agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.payments.ca.
- (4) An administration fee will be added to your tax account if a payment is returned. Upon the 2nd returned item within a 12-month period, your registration in the plan will be cancelled. Administration fee is based on the Fees & Charges By-Law.
- (5) To change bank account information or PAP Plan, please complete a Pre-Authorized Payment Plan Cancellation or Change form at least **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.
- (6) The City of Windsor does not assume responsibility for errors or fees associated with incorrect banking information.
- (7) All arrears must be paid in full prior to enrolment in this plan.
- (8) 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**.
- (9) This agreement is not transferable. If you acquire a new property, you must complete a new application.
- (10) **Cancellation:** If at any time you are no longer responsible for taxes on the property for which you have registered in this program (i.e. due to sale of that property) **you must notify us in writing** that you wish to cancel the program at least **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. For more information on your right to cancel a PAP agreement visit www.payments.ca
- (11) Cancellations can only be made by the Property Owner/Law Firm. Banking Institutions cannot cancel on your behalf.
- (12) **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 and then choose My Property Tax to set up an account.**

SECTION 8 – CONTACT INFORMATION

If you have any questions regarding the PAP plan or this form, please call 311 or outside the city limits 519-255-2489.

For detailed inquires, please email: propertytax@citywindsor.ca

FOR OFFICE USE ONLY:

Date Received:

Date Processed:

Initials: