



Corporate Services Department
Tax Division
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Pre-Authorized Chequing (PAC) Application Form (Pre-Authorized Debit (PAD) Agreement)

I/We hereby authorize the City of Cambridge to debit my/our account for tax payments. I/We understand that each payment will be handled the same as if I/we had written a cheque.

Property Roll Number: _____

Property Address: _____

Owners Name: _____

Mailing Address: _____

Telephone Number: Home _____ Business _____

Plan Type (Check One): Monthly or Due Date

A cheque marked void or a form from your bank detailing your banking information must be submitted with this application form.

Application Date: _____

Signature of all Owners: _____

Additional Information Regarding the Pre-Authorized Chequing Plan (PAC)

Before submitting this form, please call the Tax Office at (519) 740-4524 for more information on our application deadlines and application requirements.

All monthly withdrawals are made on the first working day of each month. You will receive information on the amount of the January to June withdrawals in December when you receive your receipt for the year. For the July to December withdrawals the amount appears on your final tax bill which is mailed in June.

All due date withdrawals are made on the first working days of March, May, July and September. The amount of each withdrawal appears on the tax bills you receive in February and June.

Any changes to your banking information are needed 30 days prior to the next withdrawal. These changes must be in writing.

This authorization may be cancelled at any time upon 30 days written notice to the City of Cambridge Tax Division. To obtain a sample cancellation form, or for more information on your right to cancel a PAD Agreement, you may contact your financial institution or visit www.cdnpay.ca.

You have certain 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, you may contact your financial institution or visit www.cdnpay.ca.

These withdrawals relate to the payment of property taxes and are considered Personal PAD's.

Personal information in relation to this process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act. This information will be used only for the purpose for which it is intended. If you have any questions regarding this collection of personal information, you can contact the Freedom of Information and Privacy Coordinator, who can be reached through the Clerk's Office at (519) 740-4680. Ext 4583.

Important Information Regarding the Pre-Authorized Chequing Plan

The Plan

Ratepayers may choose between the following options:

- (a) automatic withdrawals on a monthly basis
- (b) automatic withdrawals on the due date of the actual installment amount
- (c) automatic withdrawals of a pre-determined amount for accounts that are in arrears (Ratepayers whose accounts are in arrears may join the plan, however interest/penalty will continue to be charged as long as the account remains in arrears. Ratepayer involvement in this plan is to facilitate regular monthly payments. Contact the Tax Office if you wish to participate in this plan).

The ratepayer is required to sign an automatic payment plan authorization that provides the information necessary to automatically deduct the payment from a bank account. All property owners or authorized persons must sign the application form. All authorized signatures on the cheque must sign the application form. A cheque marked void must be submitted with the application/authorization form.

Participants will not be charged a set-up fee to join the plan.

There are specific times of the year when you can join the plan and there are pre-determined deadlines for making application. These dates can change from year to year. All of the necessary documentation must be received prior to the deadline date. Contact the Tax Office for more information.

There are specific conditions that must be met if you want to join the plan. For example, the property must be fully assessed (land and building), the tax account must be up to date, unless you are joining the Arrears plan and the tax account must show the participant as the owner of the property. Contact the Tax Office for more information.

Payments - pre-authorized withdrawals - will be deducted on the first working day of each month **only**.

As long as the account is in good standing, the participant will not be charged penalty on any outstanding balance. No interest will be credited to accounts with an overpayment.

Personal information on this form is collected as authorized by MFIPPA and will be used to manage Pre-Authorized Payment Plans. Questions about this collection can be directed to the Information and Privacy Co-ordinator at (519) 740-4680.

Withdrawals Refused by the Bank or Financial Institution

Payments – pre-authorized withdrawals – that are refused by a bank or financial institution will be charged back to the ratepayers account. The amount charged back will include the amount of the payment, an interest/penalty charge and returned cheque fee.

Once notified of the refused withdrawal, the participant will be given no more than 7 days to replace the payment and to pay the applicable costs. Failure to replace the payment will result in automatic removal from the plan.

Under certain conditions, a refused withdrawal – account closed, drawer deceased, etc. - will require the City to remove the participant from the plan immediately.

After two withdrawals have been refused, the participant can be automatically removed from the plan. These refusals do not have to be consecutive. The ratepayer may not rejoin the plan for at least 6 months, unless the required fee is paid.

Cancellation from the Plan

Upon **30 days written notice to the City**, participants may cancel their involvement in the plan. Upon cancellation, the tax account automatically reverts back to the originally scheduled tax due dates. Interest/penalty will automatically be charged on any outstanding tax balance that is created by the cancellation.

Participation in the plan is not transferable. If you are selling a property and are on the plan, you must cancel your participation in writing. The ratepayer must then submit a new application for the new property and meet the necessary conditions that now apply. A participant will be automatically removed from the plan if the City receives information that changes the ownership of the property.

Receipts/Acknowledgement of Payments

Ratepayers who pay on the installment only plan or who participate in the arrears plan will receive an interim and final tax bill as usual.

Ratepayers who pay on the monthly plan will not receive an interim tax bill. They will only receive a final tax bill.

All ratepayers enrolled in the installment only plan or the monthly plan will receive a statement of their account after the December withdrawal. This statement serves as a receipt and shows the total amount billed and the total amount paid for the year. You will only receive this statement if you were a participant on the plan on December 1. This statement should be saved and used for income tax or mortgage purposes, to show proof of payment. **No other receipts will be issued.** However a statement of account may be obtained upon payment of the required fee.

For a ratepayer who pays monthly, this year-end statement will also include the recalculated monthly payment effective January of the following year. This monthly payment amount will remain in effect until after the final billing is complete. The final tax bill will include a statement advising the ratepayer of the amount of the final monthly withdrawals. The final payment of the year – the December withdrawal – is the balance on the account and is usually within \$5.00 of the previous withdrawal.