



Pre-Authorized Payment Plan (PAP) Application Agreement													**Office Use Only**			
<div style="display: flex; justify-content: space-between;"> <span>Start Date:</span> <div> <div>Y</div><div>Y</div><div>Y</div><div>Y</div><div>M</div><div>M</div><div>D</div><div>D</div> </div> </div>													Property Tax <input type="checkbox"/>			
<div style="display: flex; justify-content: space-between;"> <span>Roll Number:</span> <div> <div>3</div><div>7</div><div>3</div><div>4</div><div></div><div></div><div></div><div></div><div>0</div><div>0</div><div>0</div><div></div><div></div><div></div><div></div> </div> </div>													Water <input type="checkbox"/>			
Water Account #																

Instructions	
Step 1:	<b>Complete the Application Agreement</b> - All joint account holders must sign this application if account requires two signatures. Property Tax & Water accounts must be current unless signing up for the Budget plan.
Step 2:	<b>Attach an unsigned cheque marked "VOID" or a banking information form from your bank</b> – Savings, line of credit or credit card cheques are not accepted.
Step 3:	<b>Submit Application 7 days prior to first payment for month in which applying for:</b> <ul style="list-style-type: none"> <li>Email: <a href="mailto:taxes@lasalle.ca">taxes@lasalle.ca</a> or <a href="mailto:waterbill@lasalle.ca">waterbill@lasalle.ca</a> (include void cheque and scanned copy of PAP application agreement), or</li> <li>Fax: 519-969-4029, or</li> <li>Mail or in person: Town of LaSalle, Finance Dept, 5950 Malden Rd, LaSalle ON N9H 1S4 or</li> <li>After hours drop off box located to the right of main entrance next to employee door.</li> <li><b>Questions:</b> Phone 519-969-7770 ext. 1230</li> </ul>

Applicant's Contact Information	
Name:	
Property Address	
Phone Number:	<div> <div></div><div></div><div></div><div></div><div>-</div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div> </div> <div>Postal Code:</div> <div> <div></div><div></div><div></div><div></div><div></div><div></div> </div>
Email	

Property Tax – Select Plan	
<input type="checkbox"/> 10 Month	Property Taxes paid by automatic monthly withdrawals from February until November.
<input type="checkbox"/> 12 Month	Property Taxes paid by automatic monthly withdrawals from January until December.
<input type="checkbox"/> Due Date	Property Taxes paid by automatic withdrawals based on the 4 due dates.
<input type="checkbox"/> Budget	For properties with arrears. Property Taxes paid by automatic monthly withdrawals from January until December.

Water and Wastewater (Residential) – Select Plan	
<input type="checkbox"/> Due Date - <b>NEW OWNERS</b>	Water and Wastewater paid by automatic withdrawals based on the 4 due dates.
<input type="checkbox"/> Due Date - <b>Recommended</b>	Water and Wastewater paid by automatic withdrawals based on the 4 due dates.
<input type="checkbox"/> Equal Payment -Estimated	Water and Wastewater paid by automatic equal monthly withdrawals based off of billing history. Must have one year minimum of billing history.

Water and Wastewater (Institutional Commercial Industrial) – Select Plan	
<input type="checkbox"/> Due Date	Water and Wastewater paid by automatic monthly withdrawals.

Declaration (complete Signature 2 if bank account requires 2 signatures)		
By placing signature(s) below the applicant(s) acknowledge that they have read, understood and agreed to all the terms of this authorization.		
Date:	Signature 1:	Signature 2:

## Property Tax - Pre-Authorized Payment Plan Agreement Details, Terms and Conditions

### General

- 1. Cancel a Plan or Change Information:** The Finance Department must be notified in writing no later than 7 business days prior to the due date in which payment is to stop or bank account information is to change.
- 2. Non-sufficient funds (NSF) & Other Returned Payments:** A \$55 service charge applies to all returned payments. Payment, including the service charge, must be paid within 10 business days to remain on this payment plan. Penalty charges also apply. Two or more returned payments can result in your account being removed from this pre-authorized payment plan.
- 3. This agreement is NOT transferable.** If you acquire a new property, you must complete a new application.
- 4. Penalty and Interest:** 1.25% monthly, applied to all accounts that are not in good standing on the 1<sup>st</sup> of every month.
- 5. Newly Constructed Homes:** Please be aware that once taxes are assessed, your payment plan will be adjusted to incorporate this amount. For example if assessed in November you could potentially have the full years taxes debited. Please be aware notice may come after the debit occurs.

### 10 Month Payment Plan (10 Monthly Payments)

Customers who have signed up for the monthly plan or are remaining on the plan will receive a mailed notice in January indicating the first 5 monthly payments from February 15<sup>th</sup> until June 15<sup>th</sup>. In June the final tax bill is mailed and will indicate the last 5 monthly payments for July 15<sup>th</sup> until November 15<sup>th</sup>. If the 15<sup>th</sup> falls on a weekend or holiday, the payment will come out the following business day. The first 5 monthly payments are calculated based on the previous years' taxes. The final 5 payments are calculated on the final amount due based on approved current tax rates. Taxes must be up to date prior to registering for the plan. Interest will not be calculated, as long as plan is in good standing.

### 12 Month Payment Plan (12 Monthly Payments)

Customers who have signed up for the monthly plan or are remaining on the plan will receive a mailed notice in January indicating the first 6 monthly payments from January 20<sup>th</sup> until June 20<sup>th</sup>. In June, the final tax bill is mailed and indicates the last 6 monthly payments for July 20<sup>th</sup> until December 20<sup>th</sup>. If the 20<sup>th</sup> falls on a weekend or holiday, the payment will come out the following business day. The first 6 monthly payments are calculated based on the previous years' taxes. The final 6 payments are calculated on the final amount due based on approved current tax rates. Taxes must be up to date prior to registering for the plan. Interest will not be calculated, as long as the account is in good standing.

### Due Date Plan (4 Installment Payments)

The Town of LaSalle mails two tax bills a year, one in February and one in June, each will show the amount that will be debited from your bank account on the installment's due date. There are four installments and each due date will fall on the last Friday of the month. Due dates are in February, April, June and August. Taxes must be up to date prior to registering for the plan. Interest will not be calculated, as long as the account is in good standing.

### Budget Plan (12 Monthly Payments)

This plan is for taxpayers in arrears one or more years. The amount paid monthly shall be a reasonable amount that is acceptable to the Supervisor of Revenue and the taxpayer. Payments will be withdrawn on the 20<sup>th</sup> of each month for the duration of arrears owing from the taxpayers' bank account in accordance with their authorization. If the 20<sup>th</sup> falls on a weekend or holiday, the payment will come out the following business day. Payments made will be applied to interest and penalty first and then the oldest principle balance. Any outstanding overdue balance will be charged penalty at a rate of 1.25% per month and will be added to the tax account.

# Water and Wastewater - Pre-Authorized Payment Plan Agreement Details, Terms and Conditions

## General

- 1. Cancel a Plan or Change Information:** The Finance Department must be notified in writing no later than 7 business days prior to the due date in which payment is to stop or bank account information is to change.
- 2. Non-sufficient funds (NSF) & Other Returned Payments:** A \$55 service charge applies to all returned payments. Payment, including the service charge, must be paid within 10 business days to remain on this payment plan. Penalty charges also apply. Two or more returned payments can result in your account being removed from this pre-authorized payment plan.
- 3. This agreement is NOT transferable.** If you acquire a new property, you must complete a new application.
- 4. Penalty and Interest:** 1.25% monthly, applied to all accounts that are not in good standing on the 1<sup>st</sup> of every month.

## Residential:

### **Due Date Plan (4 Quarterly Payments)**

The Town of LaSalle will mail quarterly bills showing the amount that will be debited from your bank account on the installment's due date. The due date will fall on the last Friday of the month that the bill was issued. Account must be up to date prior to registering for the plan. Interest will not be calculated, as long as plan is in good standing.

### **Equal Payment Plan (12 Monthly Payments)**

Customers who have signed up for the monthly plan prior to December 1st, or are remaining on the plan, will receive a mailed notice in mid-December. The notice will indicate the twelve (12) monthly payment amounts from January to December of the following year. Amounts will be withdrawn on the 11<sup>th</sup> day of every month, if that date falls on a weekend or holiday the payment will come out the following business day. No adjustments will be made to your payment amount throughout the year. Equal payment plan amounts will be adjusted once a year in December only. Account must be up to date prior to registering for the plan. Interest will not be calculated, as long as plan is in good standing. If you sell your property and receive a final water bill, the total amount due will be debited from your bank account on the due date.

## Institutional Commercial Industrial (ICI)

### **Due Date Plan (12 Monthly Payments)**

The Town of LaSalle will mail monthly bills showing the amount that will be debited from your bank account on the installment's due date. The due date will fall on the last Friday of every month. In the event that the due date falls on a weekend or holiday, the payment will come out the following business day. Account must be up to date prior to registering for the plan. Interest will not be calculated, as long as plan is in good standing.

**Recourse Rights:** You have certain recourse rights if any withdrawal amount 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 agreement. To obtain more information on your recourse rights, contact your financial institution or visit Canadian Payments Association online at [www.payments.ca](http://www.payments.ca).