



Are you interested in the enrolling in Pre-Authorized Payment Plan Option?  
**THE MUNICIPALITY OF BROCKTON**

Complete the form below to enroll. For inquires call 519-881-2223 Ext 32.

**PRE-AUTHORIZED TAX PAYMENT PLAN AUTHORIZATION FORM**

----- Name	----- Property Address
----- Mailing Address	----- Roll Number

I/we Hereby Authorize my/our Financial Institution to debit my/our account indicated below for estimated property taxes payable for Municipal and Education purposed. This authorization may be cancelled at any time upon written notice by the undersigned or until The Municipal Tax Department sends a notice of termination. If your payment is returned NSF twice in a row you will be automatically removed from Pre-authorized payment and it will be brought back to good standing before we allow you to resume this form of payment.

----- Name of Bank, Trust Company or Financial Institution		
----- Branch Address		
----- Transit#	----- Bank #	----- Account#
Complete as indicated on personal cheque		
<b>Monthly</b> _____	<b>Quarterly</b> _____	
<b>(Office use only) Start Date</b> _____	<b>Amount</b> _____	

_____ Date	_____ Signature #1
Telephone Res: (519) _____	_____ Signature #2
Bus: (519) _____	

For a joint account, all depositors must sign if more than one signature is required on cheques issued against the account. Return this application to Municipal Office, Tax Department, **along with your VOID cheque**

**NOTICE OF COLLECTION**

The personal information requested on this application form is collected by The Municipality of Brockton under the authority of the "Municipal Act" and will be used for the purpose of administering the Pre-Authorized Payment Plan. Questions about the collection and use of this information under the "Municipal Freedom of Information and Protection of Privacy Act" may be made to the Clerk, Box 68, Walkerton ON N0G 2V0 or by telephoning (519) 881-2223.

## **TAXES**

The Municipality of Brockton now has two options available under the Pre-authorized Payment Plan.

### **Monthly Automatic Payment Plan**

Or

### **Automatic Due Date Tax Payment Plan**

These two types of tax pre-payment plans allow your tax payment to be automatically withdrawn from your bank account on pre-determined dates.

### **MONTHLY PAYMENT PLAN**

11 regular monthly payments with the 12<sup>th</sup> month for any tax adjustments for the current year.

Payments begin January 15<sup>th</sup> of each year and continue on the fifteenth of each month through to November 15<sup>th</sup> of each year. Any tax adjustments will be withdrawn in December on the 15<sup>th</sup>.

The first 11 regular monthly payments are calculated by the Municipality using the previous year's taxes and dividing this amount by 11. The 12<sup>th</sup> month amount (December) is calculated by taking the current year's taxes less any payments over the past 11 months to bring your account to current status.

Registrations for this plan must be received one month prior to your first desired deduction date.

### **DUE DATE TAX PAYMENT PLAN**

Payments are withdrawn on the regular tax due dates.

Registrations for this plan must be received one month prior to the due date on which you want to start the plan

### **WHO IS ELIGIBLE?**

You are eligible to join the Tax PAP Plan if your property tax payments are up to date.

If you have arrears on your account, they must be paid prior to enrollment. Special arrangements to clear up your arrears by this method may be made by calling 881-2223.

### **HOW TO JOIN**

Joining the plan is easy .....

1. Ensure that all account arrears are paid up to date.
2. Complete the "Pre-Authorization Form"
3. Attach a **Voided Cheque** to your completed application form and mail to the address indicated on the front of this brochure.

### **ENJOYING THE BENEFITS OF PRE-AUTHORIZED PAYMENT PLAN**

- ✓ No cheques to write
- ✓ No postage to pay
- ✓ No missed payments when on vacation
- ✓ Cheques no longer delayed in the mail
- ✓ Eliminate late payment charges

### **TERMINATION OF THE PLAN**

If you wish to withdraw from the plan, please notify the Tax Department in writing 30 days prior to your next withdrawal date.

The Municipality of Brockton may cancel the privilege of continuing the plan if two payments fail to be honoured. Any unpaid balances due to a payment not being honoured shall be subject to penalties if overdue.

Please notify the Tax Department immediately at 881-2223 if you move or change your bank account.