



CUSTOMER AGREEMENT & AUTHORIZATION FOR PRE-AUTHORIZED PAYMENTS

Tax Payment Utility Payment

Customer Information:

Tax Roll Number(s): 41-08-_____

Utility Account Number(s): _____

Name: _____

Address: _____

E-mail: _____ Telephone: _____

Financial Institution Information:

Bank Name: _____

Address: _____ Account No: _____

Branch No: _____ Institution No: _____

(A blank cheque marked "VOID" must be attached)

The undersigned authorizes the Municipality of Kincardine to debit the bank account at the above branch and institution in payment of municipal taxes/utilities levied under the terms and conditions agreed to between the undersigned and the Municipality of Kincardine, until such time as written notice to the contrary is received by the Municipality of Kincardine.

Choose applicable Plan(s):

1. **TAXES MONTHLY PLAN.** A debit in the amount recommended by the Municipality OR an alternate amount provided in writing by a property owner may be drawn on the bank account on the 1st working day of each month, beginning January and ending in November. Taxpayers will be advised in November of each year of any balance owing and payable at the Municipal Office by December 1.

OR

2. **UTILITY MONTHLY PLAN.** A debit in the amount recommended by the Municipality OR an alternate amount provided in writing by the customer may be drawn on the bank account on the 1st working day of each month (January to December).

OR

3. **DUE DATE PLAN.** A debit in the amount stated on the tax bill and/or the utility bill may be drawn on the bank account on the due dates as established by municipal by-law.

Installment date to start deductions: _____

It is acknowledged by the undersigned that delivery of this Authorization to the Municipality of Kincardine constitutes delivery by the undersigned to the above noted financial institution. It is warranted by the undersigned that the person whose signature is required to sign on the above roll number(s) and/or utility account number(s) has signed this Authorization. The undersigned acknowledges that he/she has read and understands the terms of the agreement.

Signature of Customer/Taxpayer: _____ Date: _____

Preauthorized Payment Plan for Taxes and Utilities Agreement and Authorization

Agreement and Authorization

To participate in the pre-authorized payment plans offered by the Municipality of Kincardine, the Customer Agreement & Authorization form must be completed and a blank cheque marked "void" must be provided.

- Accounts must be paid in full prior to joining a Pre-authorization Plan
- This information will be kept in the property roll file.
- It is the responsibility of the customer to notify the municipality in writing if he/she has changed their banking information or wishes to terminate their agreement for any reason. **A minimum of 5 business days is required** for changes prior to the next withdrawal.
- Payments returned from the bank are subject to an administration fee, as authorized by our current fee by-law.
- Two returned items within a one year period will result in removal from the plan.
- There is no fee charged by the Municipality of Kincardine for this service.

Monthly Plan – Taxes

- Pre-authorized payments will be withdrawn monthly on the 1st business day of each month from January to November.
- It is the property owner's responsibility to ensure sufficient funds are received in advance to cover the amount of the instalments as they become due. Penalty will be charged at the rate of 1.25% per month on any outstanding balances.
- In December a letter will be forwarded recommending monthly payments for the following January to July that will be based on the previous year's total taxes divided by 11 months. You will receive a letter from the tax department in late July/early August recommending payments for the balance of the year after the final taxes have been calculated.
- A property owner may provide written direction to the tax department to withdraw an alternate amount.
- Tax accounts must be paid in full by December 1st of each year.
- A payment will be taken in December if there is a balance outstanding on the account. The tax department will notify you in writing in November.
- Tax billings will continue to be issued twice a year for interim and final billings. The only difference is that the tax bill will say "Preauthorized Payment In effect-Do Not Pay"

Monthly Plan – Utility Billing

- Pre-authorized payments will be withdrawn monthly on the 1st business day of each month from January to December.
- It is the responsibility of the customer to ensure sufficient funds are received in advance to cover the amount of the bill when it becomes due. Penalty will be charged at the rate of 1.25% per month on any outstanding balances.
- The Treasury department will periodically review your billing history to recommend monthly payment amounts and will notify you in writing if a change is suggested.
- A property owner may provide written direction to the Treasury Department to withdraw an alternate amount.
- Utility bills will continue to be issued three times a year for residential customers and six times a year for commercial customers and will say Preauthorized Payment In effect-Do Not Pay.

Due Date Plan – Taxes and Utilities

- Tax and Utility Bills on Due Date Preauthorized Payment Plans will be paid by direct debit from your bank account in the amount and on the due dates stated on your bill, and as established by by-law.
- All bills will continue to be sent to you at previously stated intervals (see above) and will say "Preauthorized Payment Plan in effect-Do Not Pay."

Mail to: Municipality of Kincardine Treasury Department
1475 Concession 5, RR #5
Kincardine, ON N2Z 2X6

OR

Fax to: 519-396-1488 OR **Email to:** taxcollector@kincardine.net