



# Town of Sidney

## Pre-authorized Payment Form

### Instructions

Please complete the form below and return to the Town of Sidney at least ten (10) business days in advance of the next payment.

### Property Owner Information

Name	Civic Address
Phone	Email

### Payment Information

Tax Folio Number	Utility Account Number
<input type="checkbox"/> New <input type="checkbox"/> Modify <input type="checkbox"/> Cancel	<input type="checkbox"/> New <input type="checkbox"/> Modify <input type="checkbox"/> Cancel
Effective Date	Effective Date
Amount \$ <i>(for new or modify)</i>	Amount withdrawn will be the account balance outstanding.
Note	

### Bank Information

Please attach void cheque or pre-authorized payment form provided by your financial institution.

### Authorization

I have read and understood the pre-authorized payment plan's Terms and Conditions, included with this form. I request the Town of Sidney to start, stop or modify my pre-authorized payment(s) as indicated above.

Signature	Date Signed
X	

For Office Use		
Date Received / By	Date Posted / By	Reference #

## Terms & Conditions

Tax pre-authorized payments are withdrawn on the 1<sup>st</sup> day of each month for the months August to May, inclusive, each year. The amount withdrawn remains unchanged unless otherwise requested by the taxpayer.

Utility pre-authorized payments are withdrawn on each bill due date. The amount withdrawn will be the balance outstanding on the utility account.

Any property owner is eligible to sign up for pre-authorized payments. This service is not available for tenants.

Tax prepayments may not cover all of the taxes due; any balance shown on the tax notice will not be automatically withdrawn. It is the property owner's responsibility to pay any balance remaining and apply for the home owner grant (if eligible) by the due date to avoid a late penalty.

There will be a \$20 service charge on each returned or rejected payment. The Town of Sidney may discontinue participation in the pre-authorized payment plan if two consecutive payments are returned or rejected by the property owner's financial institution.

The property owner may request a modification to or cancelation of the pre-authorized payment at any time. In order for the change to take effect on the next scheduled payment date, the request must be received by the Town of Sidney at least ten (10) business days in advance of the next payment.

It is the property owner's responsibility to cancel the pre-authorized payment plan when the property is sold.

Tax prepayments stay on the property's tax account, and responsibility for adjustment shall be between the buyer and seller. Please advise your Solicitor or Notary to take into account any tax prepayments or utility charges that will require final adjustment on the sale.

For a joint bank account where more than one signature is required to issue cheques payments, the same signatures are required on this authorization form.

Participation in the pre-authorized withdraw program may be cancelled by the Town of Sidney if two consecutive payments are returned.