

**PRE-AUTHORIZED TAX PAYMENT PROGRAM (PTP)
FORM FOR EXISTING PTP ACCOUNTS**

This form is to be used to change financial institution information, or to change or cancel your existing PTP plan and should be mailed or faxed to the address or fax number above.

For new enrolments please visit [www.toronto.ca/taxes/property tax](http://www.toronto.ca/taxes/property_tax).

Roll Number: 19 _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____

Property Address: _____

Owner(s): _____

This application must be completed, signed, dated and returned at least 15 days before the next payment date if you wish to change your financial information or cancel your participation in the program. Incomplete forms will be returned.

Cancel my Pre-Authorized Tax Payment (PTP) plan.

Effective date of cancellation or change:

Change my Financial Institution (FI) account information.

MMM/DD/YYYY

Please attach a void cheque. If a void cheque is not attached, please have your financial institution fill out the information requested below:

FI Transit Number

FI Number

FI Account Number

FI Name

FI Address

FI Officer Name, Title & Phone Number

FI Officer Signature

Change my PTP Instalment Plan

Two (2) instalment plan

Six (6) instalment plan

Eleven (11) instalment plan

} Please note that this change will be effective for the **next** billing period.

Display my financial institution information on my tax bill.

Yes

No

If an option is not selected, your financial institution information will be printed on your bill

1. Signature _____

Date: _____ Telephone (Day): () _____

2. Signature** _____

Date: _____ Telephone (Day): () _____

** Please provide additional signatures, if more than one signature is required on cheques issued against the account.

The personal information on this form is collected under the authority of the *City of Toronto Act, 2006* and By-law # 4-1998 for the purpose of administering the City of Toronto Pre-Authorized Tax Payment Program. Questions about this collection of personal information can be mailed to the Manager, Customer Service, North York Civic Centre, 5100 Yonge Street, Toronto, ON, M2N 5V7.

* Sending personal information by fax is not a secure means of transmission.