

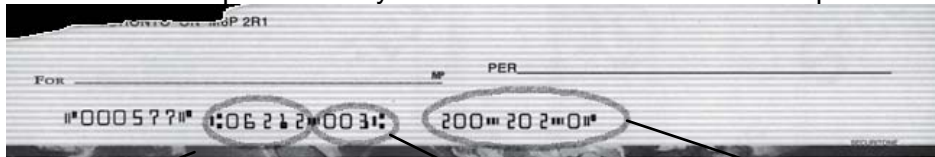
Pre- Authorized Tax Payment

Applicant Information

Instalment Plan: <input type="checkbox"/> 2-Instalment <input type="checkbox"/> 6-Instalment <input type="checkbox"/> 11-Instalment If an option is not selected, you will be enrolled in the 11-Instalment Plan	
Assessment Roll Number (21 digits):	
Property Address:	
Property Owner(s):	
Signature*:	Signature*:
My/our application is for <input type="checkbox"/> Personal or <input type="checkbox"/> Business PAD service * By signing this form you agree to the terms and conditions listed on page 2. Please provide additional signatures, if more than one signature is required on cheques issued against the account. Please review, print, sign, and return your application form.	
Date (YYYY/MM/DD):	Date (YYYY/MM/DD):
Telephone (Day):	Telephone (Day):

Financial Institution Information

Please attach a void cheque or have your bank/financial institution complete the following.



Financial Institution (FI) Transit Number:	FI Number:	Account Number:
FI Name:		
FI Address:		
Name of FI Officer:		
FI Officer Title:		
Signature of FI Officer:	FI Officer Phone Number:	

Pre- Authorized Tax Payment

Conditions

I/we authorize the City of Toronto Revenue Services Division (herein referred to as the "City") and the financial institution designated (or any other financial institution I/we may authorize at any time) to begin deductions as to the type of plan selected on this application (namely the two, six or eleven instalment plan).

I/we understand that the City will issue a tax bill indicating the amount of my/our instalments and the dates of withdrawal from my/our financial institution account. The City will notify me/us in writing at least 10 days prior to the date of the withdrawal if the amount is to be increased. **I/we can waive our right to this notice requirement if I/we authorize the city verbally.**

I/we understand that I/we may cancel my/our PAD agreement by providing a signed written notice to the City at least 15 days before the next debit is scheduled and the notice must be sent to the City address indicated on this form. I/we also understand that the City may terminate this authority if any of my/our payments are returned by my/our financial institution as per the conditions of enrolment in the City's Pre-Authorized Tax Payment Program. I/we may obtain a sample cancellation form or more information on my/our right to cancel this PAD agreement at my/our financial institution or by visiting www.cdnpay.ca, the Canadian Payments Association website or www.toronto.ca/taxes/property_tax, the City's website.

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may visit www.cdnpay.ca or may contact my/our financial institution.

I/we understand that all taxes must be in good standing to qualify.

Important Information

The application date will be the date received if not completed.

You will receive written confirmation of your enrolment in this program within 30 days of receipt of your application form.

Financial institution/banking information is not printed on the bills.

Line of credit accounts and credit card cheques cannot be used for pre-authorized payments.

The payment plan is not transferable to another account.

Supplementary/Omitted tax bills and statements or other charges cannot be paid through this program.

You must complete, sign and return this full form to register. Incomplete forms will be returned.

Submit Applications and Documents

Mail: Revenue Services
Box 2500, Terminal A
Toronto, Ontario M5W 1H2

Fax: 416-392-0799
(sending personal information by fax is not a secure means of transmission)

Personal information on this form is collected under the authority of the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s. 136 (b) & (c) and City of Toronto By-law No. 4-1998. The information will be used to administer the Pre-Authorized Payment program. Questions about this collection can be directed to the Manager, Customer Service, Revenue Services, 5100 Yonge Street, Toronto, Ontario, M2N 5V7 or by phone at 416-338-4829.