

# Pre-Authorized Tax Payment

This form is to be used to **change** or **cancel** your existing Pre-Authorized Tax Payment plan. For new enrolments please complete an application, which can be found at [www.toronto.ca/taxes/property\\_tax](http://www.toronto.ca/taxes/property_tax).

This form must be completed, signed, dated and returned at least 15 days before the next payment date.

Incomplete forms will be returned.

## Property Information

Assessment Roll Number (21 digits):			
Property Address:			
Owner(s):			
Signature*:		Signature*:	
Date (YYYY/MM/DD):	Telephone (Day):	Date (YYYY/MM/DD):	Telephone (Day):

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

## Reason for Change

<input type="checkbox"/> <b>Cancel my Pre-Authorized Tax Payment (PTP) plan.</b>	Effective Date of Cancellation (YYYY/MM/DD):	
<input type="checkbox"/> <b>Change my Financial Institution (FI) account information</b>	Effective Date of Change (YYYY/MM/DD):	
Please attach a void cheque or have your bank/financial institution complete the following.		
Financial Institution (FI) Transit Number:	FI Number:	FI Account Number:
FI Name:	FI Address:	
FI Officer Name:	FI Officer Title:	
FI Officer Signature:	FI Officer Phone Number:	
<input type="checkbox"/> <b>Change my PTP Instalment Plan</b>	<input type="checkbox"/> 2-Instalment <input type="checkbox"/> 6-Instalment <input type="checkbox"/> 11-Instalment	
Please note that this change will be effective for the <b>next</b> billing period.		

## Submit Change Form

**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)

The 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 (c) and City of Toronto, By-Law 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.