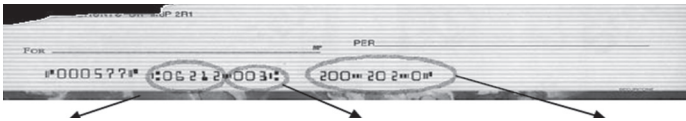


\* If First Name and Last Name do not apply to you because you have either a registered Birth Certificate or Change of Name Certificate bearing a Single Name you may provide your Single Name.

Type of Bank Account to be Registered: <input type="checkbox"/> Personal <input type="checkbox"/> Business	
Instalment Payment 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)	
<div> <div>1</div> <div>9</div> <div>-</div> <div></div> <div></div> <div>-</div> <div></div> <div></div> <div></div> <div>-</div> <div></div> <div></div> <div></div> <div></div> <div>-</div> <div></div> <div></div> <div></div> <div></div> <div>-</div> <div></div> <div></div> <div></div> <div></div> <div>-</div> <div></div> <div></div> <div></div> <div></div> </div>	
Property Address (Street Number, Street Name, Suite/Unit Number)	
Property Owner Name (First, Last or *Single - if applicable)	Telephone Number
Additional Property Owner Name (First, Last or *Single - if applicable)	Telephone Number
Signature of Property Owner / Bank Account Holder (required)	Date (mm-dd-yyyy)
Name of Joint Bank Account Holder (First, Last or *Single - if applicable)	
Signature of Joint Bank Account Holder (if required)	Date (mm-dd-yyyy)

By signing this form you agree to the terms and conditions listed on page two. Please provide additional signatures, if more than one signature is required on cheques issued against the account.

**Attach a void cheque, or a copy of a void cheque (available through online banking) or have your bank/financial institution complete the following information on your behalf.**



Financial Institution (FI) Transit Number	FI Number	Account Number
FI Name		
FI Address (Street Number, Street Name, Suite/Unit Number, City/Town, Province, Postal Code)		
Name of FI Officer (First, Last or *Single - if applicable)	FI Officer Title	
Signature of FI Officer	FI Officer Telephone Number	

Complete this section only if you wish to have a third party, such as a family member enrol in the pre-authorized payment program for the purposes of payment of your property tax bill.

By signing this Pre-authorized Tax Payment (PTP) program application, I (property owner) agree to authorize the City of Toronto to follow my expressed wishes with regard to the person or organization appointed by me with respect to making payments. That, in all cases, I (property owner) will remain solely responsible for property tax payment, including any penalties/interest and/or fees charged in relation to any collection effort.

Property Owner (First, Last or *Single - if applicable)	
Authorized Person or Organization Name (First, Last or *Single - if applicable)	Telephone Number
Property Owner Signature	Telephone Number
Authorized Person or Signing Officer Signature	Date (mm-dd-yyyy)

## Pre-Authorized Tax Payment (PTP) Program

### Section 4. Conditions and Acknowledgements

- 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 Pre-Authorized Debit (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.payments.ca](http://www.payments.ca), the Payments Canada website or [www.toronto.ca/propertytax](http://www.toronto.ca/propertytax), 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.payments.ca](http://www.payments.ca) or may contact my/our financial institution.

### Section 5. Important Program Information

- All taxes must be in good standing to enrol in the PTP program.
- The application date will be the date received if not completed.
- Financial institution/banking information is not printed on property tax 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.
- If you authorize a third party (family member or organization) to make payment on your behalf, as property owner you remain responsible for full payment of all property of all property tax bills and all additional fees or amounts charged to your account. Your property tax account information cannot be released to a third party without your written authorization.

### Section 6. Submit Application

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

**Fax:** 416-392-0799  
(For tips on faxing: visit [toronto.ca/propertytaxesandutilities](http://toronto.ca/propertytaxesandutilities))

Revenue Services collects personal information on this form under the legal authority of the City of Toronto Act, 2006, sections 307 and 311 and the Toronto Municipal Code, Chapter 767, Taxation, Property Tax, Article III, Tax Collection, sections 767-4 and 767-5. The information will be used to administer the Pre-Authorized Tax 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 telephone at 416-395-1048.