

PROPERTY TAX MONTHLY PAYMENT PLAN
PRE-AUTHORIZED DEBIT APPLICATION

CUSTOMER INFORMATION		
Account Holder/s	Address	Telephone #
BANK ACCOUNT INFORMATION		
Financial Institution	Address	Telephone #
Account #	Transit #	Institution #
<i>Please attach a sample cheque marked "VOID" or attach Authorization Form from bank.</i>		
TERMS & CONDITIONS		
<ol style="list-style-type: none"> 1. I/We agree to participate in the Pre-Authorized Tax Installment Payment Plan (TIPP) and authorize the Town of Bon Accord to debit the Financial Institution indicated above, on the 15th of each month (or the next business day), for the purpose of making payment for taxes, and I/we authorize the Financial Institution to honor and pay such debits. 2. I/We understand this authorization is subject to change annually to reflect the current annual Property Tax Notice issued by the Town of Bon Accord. 3. I/We understand that in order to cancel from TIPP, written notice must be provided at least 10 business days before the next Installment date. All unpaid taxes (if any) will then become due and payable and will be subject to penalties as provided in the current Taxation Bylaw. 4. I/We understand that if an installment fails to be honored a service charge (according to the Fees for Service Delivery Policy) will be added to the tax account. Failure to remit the dishonored payment and the service charge, before the next installment is due, will result in termination of TIPP. All unpaid taxes (if any) will then become due and payable and will be subject to penalties as provided in the current Taxation Bylaw. TIPP will be terminated if three (3) payments, in the tax year, fail to be honoured. 5. I/We warrant and guarantee that all persons whose signatures are required to sign on this account have signed this agreement below. 		
AUTHORIZATION		
Account Holder (print name)	Account Holder Signature	Date
Account Holder (print name)	Account Holder Signature	Date
<p><i>The information on this form is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act (FOIP) and is used solely for purposes relating to the Town of Bon Accord. If you have any questions related to the collection and use of the information, contact the Town of Bon Accord at 780-921-3550.</i></p>		
FOR OFFICE USE ONLY		
Previous Years Tax Levy	Monthly Installment Payment	Program Start Date
Tax Roll #	Verified By	Date