



P.O. Box 490
 7 Creswell Drive
 Trenton, Ontario K8V 5R6
 www.quintewest.ca

A Natural Attraction

Tel: 613-392-2841
 Toll Free: 1-866-485-2841
 TTY: 613-965-6849
 Fax: 613-392-8321

Pre-Authorized Payment Plan Enrolment Application Form

<input type="checkbox"/>	Tax
<input type="checkbox"/>	Utility

Name:		Telephone No.:	Alternative Telephone No.:
Property Address:		Roll No./Utility Account	
Email Address:			
Name of Financial Institution:	Branch Address:	Branch Postal Code:	
Bank Transit No.:	Bank No.:	Bank Account No.:	

Please include an unsigned personalized cheque or bank encode slip for the accounts from which you want the Municipality to withdraw your tax payments. Write "VOID" in ink across the face of the cheque or pre-authorized transaction slip.

TAXES – Choose one payment plan option:		UTILITY –
<input type="checkbox"/> Due dates as they occur	<input type="checkbox"/> monthly (15 th day of month)	<input type="checkbox"/> Due dates as they occur
Starting: _____	Starting: _____	Starting: _____

Please attach VOID cheque here

I have read the attached conditions and hereby authorize my financial institution to debit my account based on the City of Quinte West Pre-Authorized Payment Plan for the purpose of paying taxes or utilities with respect to the properties noted above

Signature(s) – (For accounts requiring multiple signatures, all signatures must be provided) Date:

Personal information is being collected on this form under the authority of the Municipality Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Please note that personal information collected will form part of the tax or utility records.



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I/We agree to the following conditions:

- By enrolling in the Pre-Authorized Tax or Utility Payment Plan, I am authorizing the financial institution identified above to withdraw tax or utility payments payable to the City of Quinte West.
- I will notify the City of Quinte West promptly in writing of changes of my financial institution, branch or account. If I am changing ownership of the property and/or need to cancel these pre-authorized payment arrangements, I will notify you in writing giving at least 21 days' notice.
- The Municipality reserves the right to cancel these pre-authorized payment arrangements with written notice to you.
- If two payments in the same calendar year fail to be honoured, the Director of Finance may cancel enrolment in the plan. Each payment that is not honoured from my account under the plan will be assessed the Municipality's current administration fee. I am aware that the Municipality will not retry a returned NSF payment. This payment **must** be paid by the end of the month in which it occurred.
- I am protected against a loss due to error, fraud or misrepresentation, provided that I notify the financial institution identified above of the problem within 90 days of the date the payment was charged to my account.
- Once I have received notice of the amount of withdrawal, I will check my account statement regularly to confirm that withdrawals are being made in accordance with the authorization I have signed with the City of Quinte West.

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