



The Corporation of
the Village of Westport

30 Bedford St., P.O. Box 68
Westport, Ontario K0G 1X0
(613) 273-2191 / Fax (613) 273-3460

www.village.westport.on.ca

Pre-Authorized Payment Authorization Debit Plan :

Budget Plan or Due Date Plan

Roll : _____

Property Address : _____

NAME : _____

ADDRESS : _____

POSTAL CODE : _____ TELEPHONE : _____

YES ! I want to join and enclose my VOID cheque.

MONTHLY BUDGET PAYMENT PLAN :

I / We authorize the Corporation of the Village of Westport to process a debit, in paper, electronic or other form, the amount of \$ _____ beginning _____ and the 28th day of each month thereafter.

DUE DATE PAYMENT PLAN :

I / We authorize the Corporation of the Village of Westport to process a debit, in paper, electronic or other form, the amount due, as shown on my interim tax notice, for the regular payment date of February 28, and the final tax notice payment date of July 28, of the current year.

I / We acknowledge that I / We have read and understood all the provisions contained in the Terms and Conditions of the Pre-Authorized Payment Plan and that I / We have received a copy.

Signature

Date

Signature

Date

TERMS AND CONDITIONS

I / WE authorize the payee to debit my/our account as indicated on the attached VOID cheque under the terms and conditions agreed to by me/us with the payee, until such time as written notice to the contrary is given.

I / WE acknowledge that delivery of my/our authorization to the payee constitutes delivery by me/us to the branch of the financial institution at which I/we maintain an account and that such financial institution is not required to verify that the payment(s) are drawn in accordance with this authorization.

I / WE will notify the payee in writing of any changes in the account information or termination of this authorization prior to next due date of the pre-authorized debit, which I acknowledge as being the due date indicated on my payment plan application.

I / WE understand and agree that in the event the property for which this plan is being authorized is sold or otherwise disposed of, that I / we shall be responsible for notifying the Corporation of the Village of Westport, with at least one month's notice, of the effective date to cease processing the pre-authorized debit.

Items charged under any of the following conditions will be reimbursed subject to the written notification by me/us to the branch of account within ninety (90) days:

- I / We never provided authorization to the payee
- The pre-authorized debit was not drawn in accordance with my / our authorization
- My / our authorization was revoked
- The debit was posted to the wrong account due to invalid / incorrect account information supplied by the payee

A charge may be made by the Corporation of the Village of Westport, and added to the tax account, in the event any cheque or other order is not paid by the financial institution or any electronic transfer is not completed due to insufficient funds in the account or any other reason.

I / WE warrant that all persons whose signature(s) are requested to sign on the account, have signed this agreement.

The Corporation of the Village of Westport may, at its sole option, cancel or suspend the right to pay the tax account pursuant to the authorization:

- Without notice if any cheque or other order is not paid by the financial institution
- Without notice if any electronic transfer is not completed; or
- Otherwise on ten (10) days notice.

There shall be imposed a penalty and interest charge of 1.25% per month on all outstanding taxes remaining unpaid after the due date of said taxes.