

**PRE-AUTHORIZED TAX/UTILITY PAYMENT PLAN  
AUTHORIZATION AGREEMENT**



I/we, the undersigned, hereby authorize The Municipality of Southwest Middlesex and the financial institution identified below (or any other financial institution I/we may authorize at any time) to draw monthly payments from the account (identified below) payable to The Municipality of Southwest Middlesex for payment of utilities, property taxes and amounts added to the tax roll.

**Please print your responses.**

Name	Residence Telephone #	Daytime Telephone #
Property Address	Mailing Address (if different from property)	
Account/Roll #		

**Financial Institution**

Institution Number	Branch Number	Bank Account Number
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**Payment Details**

<input type="checkbox"/> Monthly property tax amount on the 28 <sup>th</sup> of each month. <b>Amount: \$</b>	<input type="checkbox"/> <b>Actual</b> Quarterly property tax amount on the 28 <sup>th</sup> of Feb, May, Aug, & Nov.	<input type="checkbox"/> Monthly utility bill amounts on the 30 <sup>th</sup> of each month. <b>Amount: \$</b>	<input type="checkbox"/> <b>Actual</b> Bi-Monthly utility bill amounts on the 30 <sup>th</sup> of every-other month.
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**Authorizing Signature(s) – if more than one signature is required for the bank account, all must sign this agreement.**

Signature 1	Signature 2
E-mail address	Date (YYYY-MM-DD)

**Send this completed form and VOID cheque or PAP form from your bank to:**

**MUNICIPALITY OF SOUTHWEST MIDDLESEX  
153 MCKELLAR STREET, GLENCOE, ON N0L 1M0  
PHONE: (519) 287-2015 FAX: (519) 287-2359  
E-MAIL: [info@southwestmiddlesex.ca](mailto:info@southwestmiddlesex.ca)**



### **Pre-Authorized Payment Plan Terms & Conditions**

- Monthly payments for property tax amounts will be debited to your specified account on the 28<sup>th</sup> day of each month (or such later day as may be specified with written notice).
- You will be sent 10 days written notice of all property tax amounts to be debited to your bank account.
- You certify that your bank account is in good standing with sufficient funds to cover pre-authorized payments as they come due.
- If more than one signature is required on cheques issued against the account, all depositors must sign the application.
- If a payment cannot be cleared, you will automatically be billed for the amount owing (plus any applicable interest, penalties, and NSF fees).
- If you wish to cancel your Pre-Authorized Payment Plan – or need to change information such as your bank account details – simply provide The Municipality of Southwest Middlesex with written notice at least 30 days in advance of your next payment date.

### **Before Submitting your completed application, please ensure that you have:**

- Attached an unsigned cheque marked VOID. (No credit line cheques please)
- Identified your chequing account number on the application form.
- Signed your application form.
- Prepare a separate application for each property you want to enroll in the Pre-Authorized Payment Plan.