

**PREAUTHORIZED PAYMENT PLAN  
APPLICATION FORM**

<p>Name: _____</p> <p>Property Address _____</p> <p>Mailing Address _____</p> <p>_____</p> <p>_____</p> <p>Home Phone: _____</p> <p>Business Phone _____</p> <p>Roll Number: <u>O928</u> _____</p> <p>Enclose a personnel cheque marked "VOID"</p> <p>(A VOID cheque is not required if you are already enrolled in the program on the installment payment Method and are just switching to Option #2)</p> <p>We authorize the Town of Carleton Place to debit my\our account for the payment of taxes and or water billings as chosen in the Options indicated.</p> <p>Date: _____</p> <p>Signature: _____</p> <p>Signature: _____</p>	<p><b>BANKING INFORMATION</b></p> <p>Bank: _____</p> <p>Branch Address: _____</p> <p>_____</p> <p>_____</p> <p>Bank Account Number _____</p> <p><b><u>OPTIONS</u></b></p> <table style="width:100%; border: none;"> <tr> <td style="width:33%;">Taxes</td> <td style="width:33%; text-align: center;"> <input style="width: 50px; height: 20px;" type="text"/> </td> <td style="width:33%; text-align: center;"> <input style="width: 50px; height: 20px;" type="text"/> </td> </tr> <tr> <td style="text-align: center;">Option #1 Installment Taxes</td> <td style="text-align: center;">or</td> <td style="text-align: center;">Option #2 10 Monthly Installments of Taxes</td> </tr> </table> <hr style="border: 0.5px solid black;"/> <table style="width:100%; border: none;"> <tr> <td style="width:33%;">Water</td> <td style="width:33%; text-align: center;"> <input style="width: 50px; height: 20px;" type="text"/> </td> <td style="width:33%; vertical-align: top;"> <p><b><u>Submit Completed form to:</u></b></p> <p>Town of Carleton Place 175 Bridge St. Carleton Place, Ontario K7C 2V8</p> </td> </tr> </table>	Taxes	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	Option #1 Installment Taxes	or	Option #2 10 Monthly Installments of Taxes	Water	<input style="width: 50px; height: 20px;" type="text"/>	<p><b><u>Submit Completed form to:</u></b></p> <p>Town of Carleton Place 175 Bridge St. Carleton Place, Ontario K7C 2V8</p>
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- Option #1      Funds to be removed from individuals account on normal tax due dates four times in the year on the last Thursday of February, May, August and October.
  
- Option #2      Funds to be removed from individuals account on the 10th of the month from February to November. The first five installments being equal to 50% of the prior year taxes and the remaining five installments being equal to the final levy less installments paid to date.
  
- Option #3      Funds to be removed from individuals account on the normal water due dates four times in the year on the last Thursday of January, April, July and October.

All of these options require that there be no outstanding arrears on the account to enrol and continue in the program. Any additional charges for hydro liens, utility liens, legal fees etc. must be paid forthright to maintain the privilege or preauthorized payment. This authorization may be cancelled at any time upon written notice. Phone inquiries about payment options 257-6218.