PREAUTHORIZED PAYMENT PLAN
APPLICATION FORM

Name: _____

Property Address: _____

Mailing Address: _____

_____

_____

_____

Home Phone: _____

Business Phone: _____

Roll Number O928

Enclose a personal cheque marked "VOID"

(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)

I/we authorize the Town of Carleton Place to debit my/our account for the payment of taxes and/or water billings as chosen for the options indicated.

Date: _____

Signature: _____

Signature: _____

Banking Information

Bank: _____

Branch Address: _____

_____

_____

_____

Bank Account Number: _____

OPTIONS

Taxes ☐ ☐

Option # 1 Installment Taxes **or** **Option # 2 10 Monthly Installments of Taxes**

Water ☐

Option #3 Installment Water

Submit completed form to: **Town of Carleton Place**
175 Bridge Street
Carleton Place, Ontario, K7C 2V8

Option #1 Funds to be removed from individual's 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 individual's account on the 10th of the month from February to November. The first five installments being equal to 50% of the prior years's taxes and the remaining five installments being equal to the final levy less instalments paid to date.

Option #3 Funds to be removed from individual's 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 forthwith to maintain the privilege of preauthorized payment. This authorization may be cancelled at any time upon written notice. Phone inquiries about payment options 257-6218.