

**TOWNSHIP OF CENTRAL FRONTENAC**

**PREAUTHORIZED PAYMENT APPLICATION FOR PROPERTY TAXES**

1084 Elizabeth St, P.O. Box 89, Sharbot Lake, ON, K0H 2P0

Tel: 613-279-2935 Fax: 613-279-2422 [www.centralfrontenac.com](http://www.centralfrontenac.com)

**Important Information**

- Before starting Option 1 or 2, property taxes must be up to date.
- Your form must be received a minimum of 10 days prior to the first date you wish to have your withdrawal begin. The form must be the original form and must have a void cheque attached.
- A separate application is required for each roll number.
- Applications are valid for future years unless cancelled, in writing, by either you or the Township of Central Frontenac. Withdrawals will continue until cancellation. 10 days notice must be given to cancel or make any changes.
- A returned cheque will automatically cancel the program and a returned cheque charge will apply. You may reapply to the program with the understanding that acceptance is discretionary.

**Please initial the line of the appropriate option**

           **Option # 1 – 9 Monthly Payments**

You will receive an EFT (Electronic Funds Transfer) notice in advance of the first withdrawal to inform you of the amount to be withdrawn on the 15<sup>th</sup> of each month from January to September from your bank account as specified below January to May payments are based on the previous years total taxes levied. The June to September payments are adjusted to reflect the final balance owing and you will be notified in advance of the amount due.

           **Option # 2 – Installment Due Date Payment Plan**

The amount due for each installment on the 15<sup>th</sup> of the month in which the taxes are due (4 annually) will be withdrawn from your bank account. You will still receive your interim and final bills showing you the amount due and the installment due dates.

           **Option # 3 – Arrears Payment Plan**

Contact the tax department at 613-279-2935 ext.221 or email at [taxes@centralfrontenac.com](mailto:taxes@centralfrontenac.com) to set up pre-approved monthly payments on the 15th of each month in the amount of \$\_\_\_\_\_.

I/we the undersigned hereby authorize the Township of Central Frontenac and the financial institution designated by attaching our void cheque, to begin deductions for my/our preauthorized payment. This Authorization applies only to a method of payment and cancellation of this Authorization does not mean that the Customer’s contractual obligations to the Township of Central Frontenac are ended. The Customer will notify the Township of Central Frontenac promptly in writing if there is any change in the information below.

**Please attach a sample cheque marked ‘VOID with this Form & Return**

Assessment Roll Number: 10-39- \_\_\_\_\_ - 0000

Name(s) on Tax Bill: \_\_\_\_\_  
\_\_\_\_\_

Property Civic Address (911 number): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number Home: \_\_\_\_\_ Work: \_\_\_\_\_

Email address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date