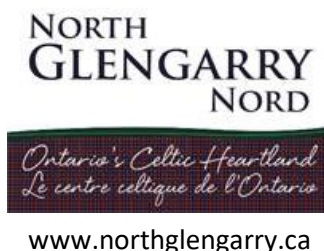


Corporation of the Township of North Glengarry
3720 County Road 34
Alexandria, ON
K0C 1A0
Tel: (613) 525-1110
Fax: (613) 525-1649



Municipalité du Canton de Glengarry Nord
3720 Route de Comté 34
Alexandria, ON
K0C 1A0
Tel: (613) 525-1110
Télécopieur: (613) 525-1649

www.northglengarry.ca

Pre-Authorized Debit Agreement

Account Holder Information

First and Last Name(s) of Account Holder(s):			
Telephone Number:		Email Address:	
Address:			Postal Code:
Roll Number:	0111	Utility Bill Account Number:	

Banking Information

Name of Financial Institution:			
Institution Number:		Transit Number:	
Account Number:			

Applicants **must attach a void cheque or a direct deposit information sheet to this application to verify banking information.*

Withdrawal Options

Property Taxes

- ☐ Option 1: Ten (10) monthly installments from January to October.
- ☐ Option 2: Four installments annually on the installment due date.

Utility Billing

☐ Amount due

Withdrawal Authorization:

I/We hereby authorize the Township of North Glengarry to debit my/our bank account indicated on the attached void cheque or direct deposit information sheet for the payment of property taxes and/or utility bills, as applicable.

I/We acknowledge that:

- The amounts and frequency of withdrawals will be in accordance with the terms of the applicable billing program selected.
- Withdrawals will occur on the dates established by the Township of North Glengarry.
- This authorization will remain in effect until I/we provide written notice of cancellation, subject to required notice periods.

I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with this Pre-Authorized Debit Agreement. To obtain more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.payments.ca.

Account Holder - Signature

Date

Account Holder - Signature

Date

Office Use Only

PAP Registration Date: _____

☐ Property Taxes

Installment Amount: _____
(for monthly installments only)

☐ Utility Billing

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Pre-Authorized Debit (PAD) Program – Property Taxes and Utility Billing

By-Law 23-2016 authorizes the Township of North Glengarry to accept payments through pre-authorized withdrawals. This program provides a convenient and reliable way for account holders to make automatic payments toward property taxes and utility bills.

General Program Details:

The Pre-Authorized Debit (PAD) Program is designed to ensure timely payments while reducing the need for manual transactions. To participate, accounts must be in good standing at the time of enrollment, and participants are responsible for maintaining accurate account information.

Key Requirements and Conditions:

- Accounts must be fully up to date before enrollment is accepted.
- Banking information or mailing address changes must be submitted in writing.
- Participants will receive written notice prior to any payment adjustments.

Insufficient Funds Policy:

If a payment is returned due to insufficient funds (NSF):

- The applicable NSF fee, along with penalty and interest charges, will be applied.
- Two NSF occurrences will result in removal from the PAD program.

Property Taxes

The PAD program offers two payment options for property taxes: a monthly plan or installment due date withdrawals. The monthly plan is the most common and spreads payments across the year.

Monthly Payment Plan:

Payments are spread over ten (10) months, from January to October, making budgeting more manageable.

Program Details:

- Withdrawals occur on the 9th day of each month, or the next business day.
- No withdrawals are made in November or December.
- Initial monthly payments are calculated based on the previous year's taxes divided by ten.
- Adjustments are made in August, September, and October to ensure the total annual amount is fully collected.
- A tax bill is issued after the final withdrawal, summarizing the total taxes for the year (no interim bills are sent).
- A notice is provided in December outlining the upcoming year's monthly withdrawal amounts.

Installment Due Date Plan:

This option aligns payments with the standard tax billing schedule. Payments are withdrawn automatically on each installment due date.

Program Details:

- Property taxes are withdrawn four (4) times per year, based on the installment due dates.
- Withdrawals occur on the scheduled due date, or the next business day.
- Each withdrawal reflects the installment amount shown on the tax bill.

Utility Billing

Utility payments under the PAD program are aligned with billing cycles and due dates, ensuring payments are made automatically when invoices are due.

Program Details:

- Payments are withdrawn on the 10th day of the month, or the next business day.
- Monthly billing: payments are withdrawn on the 10th of every month.
- Bi-monthly billing: payments are withdrawn on the 10th of every second month, based on the billing cycle.

Please keep a copy for your records.