



# TOWN OF RENFREW PRE-AUTHORIZED CHEQUING PLAN AGREEMENT

The Town of Renfrew offers a “Pre-authorized Chequing Plan” for the payment of realty taxes and/or water/wastewater charges. Those wishing to enroll must adhere to the following:

1. Pay all arrears in full prior to application.
2. Complete the agreement and return to the Municipal Office.
3. Attach a VOID personal cheque.

### TAX PLAN - MONTHLY

Commences in January with eleven (11) equalized payments based on the previous years taxes plus 2%, with an adjustment when the final taxes are levied. Payments will be withdrawn from your bank account on the 15<sup>th</sup> of each month with the exception of December, when there will be no withdrawal. Supplementary billings are not included in this plan and have to be paid separately.

### TAX PLAN – INSTALLMENT

Payments are based on the actual billing and will be withdrawn from your account on the due dates shown on your tax bill, usually four (4) times per year.

### WATER/WASTEWATER PLAN – INSTALLMENT ONLY

Payments are based on the actual billing and will be withdrawn from your account on the due date shown on your bill.

#### PLEASE CHECK OFF WHICH PLAN YOU WISH TO PARTICIPATE IN:

REALTY TAX :  TYPE OF PLAN: M-MONTHLY I – INSTALLMENT  
(circle one)

WATER/WASTEWATER:

NAME(s) : \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_

ROLL NUMBER: 47 48 000 \_\_\_\_\_

WATER/WASTEWATER ACCOUNT # \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

BANK NAME : \_\_\_\_\_

BRANCH ADDRESS: \_\_\_\_\_

BANK ACCOUNT NUMBER: \_\_\_\_\_ TRANSIT NUMBER: \_\_\_\_\_

I/We hereby authorize the Town of Renfrew to debit my/our bank account for the payment of my/our realty taxes and/or water/wastewater charges in paper, electronic or other form from the Bank Institution as noted above. This authorization may be cancelled at any time upon thirty (30) days prior written notice by me/us to the Town.

I/We hereby authorize the Town of Renfrew to increase / decrease the amount when the final taxes are levied.

I / We will inform the Town, in writing, of any change in the Account information provided above.

The Town of Renfrew reserves the right to remove the account from the plan if two payments are in default.

DATE: \_\_\_\_\_ SIGNATURES (S): \_\_\_\_\_

DATE: \_\_\_\_\_ ACCEPTED BY: \_\_\_\_\_

**PLEASE ENCLOSE A PERSONAL CHEQUE MARKED “VOID”**

*The Information collected on this form is being collected under the authority of Section 346 of the Municipal Act, 2001 and will be used for the purpose of applying pre-authorized payments to the relevant account.*