



For County Use Only

Start date: \_\_\_\_\_

Amount of withdrawal: \_\_\_\_\_

### Pre-Authorized Payment Application Form

Tax Roll Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Billing Name: \_\_\_\_\_

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

Phone (home): \_\_\_\_\_ Phone (other): \_\_\_\_\_

I (we), the undersigned, hereby authorize Norfolk County and the financial institution identified in the attached to draw payments from the account attached payable to Norfolk County for payment of property taxes and amounts added to the tax roll and agree to the Terms & Conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If more than one signature is required on your bank account, all account holders are required to sign this authorization.

**Option 1** – Equal monthly payments for current year – based on annual taxes. 12 monthly payments based on annual taxes starting (enter month) \_\_\_\_\_

Please choose one of the following:

1<sup>st</sup> day of each month

15<sup>th</sup> day of each month

**Option 2** - Payments on regular due dates (4 payments per year on the installment due dates).

**Option 3** - Payment amount to be chosen by you. 12 monthly payments of your choice (penalty accrued monthly for outstanding balances).

Monthly withdrawal: \$ \_\_\_\_\_

Effective start date: \_\_\_\_\_

Please choose one of the following:

1<sup>st</sup> day of each month

15<sup>th</sup> day of each month

**Note:** A void cheque or customer account information provided by a financial institution must be enclosed with this authorization.



## Pre-Authorized Tax Payment Plans

### How the program works:

Complete the Pre-Authorized Plan form. Forms can be obtained at Simcoe, Langton and Delhi administration offices or from our website, [norfolkcounty.ca](http://norfolkcounty.ca). Attach a void cheque or customer account information provided by a financial institution to the completed application and submit them to the Norfolk County Revenue and Tax Services Department at least seven business days prior to the start date.

You may mail the completed forms to 50 Colborne St S Simcoe ON N3Y 4H3, email to [propertytaxes@norfolkcounty.ca](mailto:propertytaxes@norfolkcounty.ca), fax to 519-426-8573 or submit them in person to our Simcoe, Langton or Delhi administration office.

For your convenience, we have three Pre-Authorized Payment Plans to choose from.

### Option 1 – Equal Monthly Payments for Current Year

This option offers tax payers to pay annual taxes in 12 monthly withdrawals based on calculations performed by Norfolk County. You will receive a notice twice a year to let you know the amount to be withdrawn from your bank account each month: one letter in December advising what the payments will be starting January based on the previous year's taxes and one in August advising what the payments will be starting in September based on the current year's taxes.

Taxes must be up to date prior to seven business days before the first withdrawal date.

Any debit or credit balances on your tax accounts may alter the amount of your future withdrawals.

You may choose to have your payments withdrawn from your bank account on the 1<sup>st</sup> or the 15<sup>th</sup> of each month.

### Option 2 – Payments on Regular Due Dates

This option offers tax payers to pay 4 tax payments per year based on the interim and final tax installments. These payments will be withdrawn from your bank account on each tax installment due date. Taxes must be up to date prior to seven business days before the first withdrawal date.

Any debit or credits on your tax accounts may alter the amount of your future withdrawals.

### Option 3 – Payment Amount to be Chosen by You

This option offers tax payers to choose the amount to be withdrawn in 12 monthly payments. On this plan, the tax accounts will be charged penalty at the rate of 1.25% charged on the first day of each month on any outstanding property taxes. If at any time you wish to change the amount withdrawn from your bank account, you must submit a new Pre-Authorized Payment Plan application at least seven business days prior to the next withdrawal date.

You may choose to have your payments withdrawn from your bank account on the 1<sup>st</sup> or the 15<sup>th</sup> of each month.

**Terms & Conditions:** If you sell your property and purchase another, your Pre-Authorized Payment Plan is not transferable. The Pre-Authorized Payment Plan must be cancelled by written request for the property you are selling and a new Pre-Authorized Payment Plan application must be filled out and submitted along with a void cheque to start payment for the property you are purchasing.

Any changes, including bank information or cancellation requests must be submitted at least 7 business days prior to the next withdrawal date. Failure to do so may result in charges if returned by a financial institution.

As per the Norfolk County User Fee By-law, there will be an administration fee charged for all payments returned by a financial institution. Any outstanding amounts will become due immediately and is the responsibility of the customer to make the payment by cheque, cash or electronic payment. Norfolk County does not attempt to withdraw the payment a second time on returned items.

Tax accounts with 3 returned items within a 12 month period will automatically be removed from the Pre-Authorized Payment Plan and the customer will be responsible to pay their property taxes on their own. Where applicable, interest of 1.25% per month will be charged. These tax accounts will not qualify for Pre-Authorized Payment Plans for a 1 year period and must be up to date before a new application is processed.

