



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:

1st day of each month

15th 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:

1st day of each month

15th day of each month

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

How the Payment Plan Program works:

Complete the Pre-Authorized payment plan form. Forms are available online at norfolkcounty.ca, or in person at the Robinson Administration Building. Attach a copy of a void blank cheque or customer account information provided by a financial institution. Submit the completed application to Norfolk County Revenue and Tax services at least 7 business days prior to the payment plan start date.

Option 1 – Equal monthly payments for the current year

This option allows the taxpayer to pay their annual taxes in 12 monthly withdrawals based on calculations performed by Norfolk County. Notice of payment amounts are issued twice per year:

- In December, for payments from January to August of the following year, based on previous year's taxes
- In August, for payments from September to December, updated payment amounts based on the current year's taxes.

Taxes must be up to date and application received 7 business days prior to the first withdrawal date. Payments can be withdrawn on the 1st or the 15th of the month.

Option 2 – Payments on regular due dates

This option provides the taxpayer the opportunity to have payments withdrawn on the installment due dates, based on interim and final billing.

Taxes must be up to date and application received 7 business days prior to the first withdrawal date. Note that any debits or credit adjustments to your tax account may alter the amount of future payment withdrawals.

Option 3 – Payment amounts chosen by you

This option allows the taxpayer to choose the amount to be withdrawn in 12 monthly payments, which can be withdrawn on the 1st or 15th of the month. Penalty at rate of 1.25% is charged on the first day of each month on any outstanding property taxes. Any requests to change the payment amount must be submitted on a new Pre-Authorized Payment Plan application form 7 business days prior to the next withdrawal date.

Submit your application:

Completed forms can be submitted by email to propertytaxes@norfolkcounty.ca, fax to 519-426-8573, in person ServiceNorfolk located at the Robinson Administration Building, or by drop box at any of the following after-hours drop-boxes:

- At libraries in Simcoe, Delhi, Port Rowan, Waterford, and Port Dover using the book return slot outside each library.
- County Administration Building, 50 Colborne Street S., Simcoe (Talbot St. entrance)
- Robinson Administration Building, Suite 100, 185 Robinson Street, Simcoe, ON.
- Delhi Administration Building, 183 Main St. of Delhi

Completed forms can also be mailed to ServiceNorfolk at the Robinson Administration building.

Terms and Conditions:

Your Pre-Authorized Payment Plan is not transferable. If you sell your property and purchase another, the original plan must be cancelled by submitting a cancellation form (available on our website) and you must submit a new application along with void cheque or banking information for any new or additional properties which you are purchasing.

Changes to banking information will require submission of a new application no later than 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 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 are the responsibility of the customer to make 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 may be processed.

Contact information:

For information or assistance to complete this application, please contact us at 519-426-5870 Ext. 1666, or by email at propertytaxes@norfolkcounty.ca.