



THE CORPORATION OF THE TOWNSHIP OF NORWICH  
285767 AIRPORT ROAD, NORWICH, ON, N0J 1P0  
TEL.: 519.468.2410 FAX: 519.468.2414 EMAIL: finance@norwich.ca

### Pre-Authorized Payment (PAP) Plan Form

<b>Property Roll Number:</b> 3202 - _____ - _____ - _____ - 0000		<b>Property Address:</b>	
<b>Property Account Number:</b>			
<b>Owner Name(s):</b>			
<b>Mailing Address:</b>			
<b>City:</b>		<b>Province:</b>	<b>Postal Code:</b>
<b>Telephone No.:</b>		<b>Email Address:</b>	

**A Void Cheque must accompany this form.**

I/We (the above-named Owner(s)) authorize the Township of Norwich to debit my/our bank account as provided and as follows, until further notice, for payments payable to the Township of Norwich in respect of current municipal taxes:

**Type of Payment:**

- Monthly (10-month plan – withdrawn on last business day of every month from January to October)
- Installment Due Dates (withdrawn on the installment dates as per the tax bill)

I/We accept the terms and conditions herein defined and authorize the Township of Norwich to begin deductions for payment of my/our tax account for the amount specified.

I/We acknowledge that should a payment be rejected by my/our bank for whatever reason, a finance charge will be charged by the Township of Norwich in the amount set out in the current Fees, Rates and Charges By-Law. This charge will be added to my/our property tax bill. Subscribers to the plan who have two payments returned will be ineligible to continue on the payment plan. If the PAP enrollment is cancelled, the payments will revert to the four installment system of payment, subject to standard penalties and interest of 1.25% per month for late payments.

This authority is to remain in effect until cancelled by either myself/us or the Township of Norwich by written notification. If not cancelled, it will remain in effect for future years.

If more than one signature is required for withdrawals against the bank account number specified, all authorized signatures must be given.

_____	_____	_____
Date	Taxpayer Signature	Print Name
_____	_____	_____
Date	Taxpayer Signature	Print Name



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## Pre-Authorized Payment (PAP) Plan – Info Sheet

### Here's how pre-authorized payments work:

It's a modern, easy method to make municipal tax payments without the inconvenience of cheque writing and the increasing cost of postage or that trip to the Township Office to pay your bill.

With your permission, your payments can be made automatically through your bank or financial institution chequing account.

### It's convenient!

The pre-authorized payment method eliminates the need for you to write cheques for your municipal tax payments.

### It's economical!

One authorization is all that is required for a series of payments to be made automatically through your bank or financial institution chequing account. This means reduced postage and envelope costs. There are no service charges or penalty for using the pre-authorized payment plan.

### It's secure!

With pre-authorized payments there are no cheques to get lost or stolen – you avoid missed payments and the interest charges for late payments as a result. You may stop payment at any time if you feel the necessity to do so.

### It's assured!

If you are away on vacation, out of town on business or sick, your payments will be made on time. Even postal or airline disruptions, in most cases, will not prevent your bill payments from reaching their destination on time.

### Ready to start?

Complete the form and return it to the Township Office with a void cheque to start your pre-authorized payments today.

### Here are answers to some common questions:

1. The Township of Norwich can accommodate monthly or installment date payments so you can arrange your payments to fit your budget.
2. You must have no arrears outstanding on your tax account and your taxes must not be included in your mortgage payments, to join the PAP plan.
3. Should an incorrect amount be processed against your account, it will be corrected when you advise the Township Office.
4. Should you move your account from one bank or branch to another, please advise the Township Office immediately of the change so your payments can continue uninterrupted.
5. You continue to have control just as with cheques you have written. You can instruct the branch to stop payment before it goes through your account and you can discontinue payments altogether by advising the Township Office in writing.
6. Your payments are recorded automatically and individually on your monthly bank statement. You can also continue to enter your pre-authorized payments in your personal cheque record book, as if you had written and mailed a cheque.
7. If on a monthly plan, your final tax bill will be receipted and sent to you by December 1<sup>st</sup> each year.
8. Your application form and void cheque are kept on file in a secure location.

