



## Confirmation Of Pre-Authorized Payment (PAP) Sign Up Property Tax Account

Please fill in this form and return to the office of the Municipality of Marmora and Lake with a personal cheque unsigned and marked VOID, or a PAD form from your bank, which will be used for verification purposes.

PAYOR NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

EMAIL \_\_\_\_\_

### PROPERTY TAX ROLL NUMBER(S):

a) 1241 - \_ \_ \_ - \_ \_ \_ - \_ \_ \_ - 0000

b) 1241 - \_ \_ \_ - \_ \_ \_ - \_ \_ \_ - 0000

### PLAN TYPE (PLEASE CHECK ONE ONLY):

**Exact Instalment Date:** your bank account is debited for the instalment amount on the due dates for each instalment.

**Monthly Payments:** your bank account is debited on the last business day of each month.

I authorize the Municipality of Marmora and Lake to debit the Payor Account submitted by VOID cheque or PAD bank form attached to this form.

### THIS FORM GIVES AUTHORIZATION FOR

The Municipality of Marmora and Lake, P.O. Box 459, 12 Bursthall St., Marmora, ON, K0K 2M0 to debit Payor Account (Check One) Yes \_\_\_\_\_ NO \_\_\_\_\_

### CONFIRMATION OF PRE-AUTHORIZED PAYMENT (PAP) SIGN UP

PAYMENT START DATE \_\_\_\_\_

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#### MUNICIPALITY OF MARMORA AND LAKE

PO Box 459, 12 Bursthall Street, Marmora, ON, K0K 2M0  
PH. 613-472-2629 | FAX 613-472-5330 | marmoraandlake.ca



### PRE-NOTIFICATION TERMS

For monthly PAPs the Payee has agreed to pay the required amounts that are needed for their tax account to be at a Zero Balance at the end of October. The Payee has agreed that we may reduce or waive the pre-notification for monthly amount PAPs and agree that advance notice is not required prior to the payment being processed.

I/WE have read and understood the terms of this authorization and acknowledge receipt of a copy thereof. (Joint Accounts require both signatures)

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**QUESTIONS?** Call the Tax and Treasury Administrator at  
613-472-2629 ext. 2223 or email [apressick@marmoraandlake.ca](mailto:apressick@marmoraandlake.ca)

Please return this form, with an unsigned cheque marked VOID or PAD form from your bank (for verification purposes), by one of the following three options:

1. At the Municipal Office (or drop box at door): 12 Bursthall Street, Marmora
2. By mail: P.O. Box 459, 12 Bursthall Street, Marmora, ON, K0K 2M0
3. By email: [apressick@marmoraandlake.ca](mailto:apressick@marmoraandlake.ca)

Monthly payments run from November of the prior year to October of the current tax year. The November to June payments are based on the prior year's tax bill. Once the July tax bill is issued the remaining four payment amounts will be recalculated to pay the balance of your current year's taxes over those payments. This will eliminate a significant final October payment.

The PAP Agreement may be cancelled provided notice is received 15 days prior to the PAP monthly date - and not to exceed thirty (30) days before the next scheduled PAP. A Cancellation Notice is required to be filled out and may be obtained at the Municipal Office. If any of the above details are incorrect, please contact us immediately at the above information. If the details are correct, you do not need to do anything further and your Pre-Authorized Payments will be processed and start on the Payment Date indicated above.

You have certain recourse rights if any debit does not comply with these terms. You have the right to receive reimbursement for any PAP that is not authorized or is not consistent with this PAP agreement. To obtain more information on your recourse rights, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca). (Exception; If a Funds Transfer PAP and coded "650" or "83", CPA Member initiating the Funds Transfer must advise that the Payor will not have recourse within the CPA Rules).