



**TOWNSHIP OF ZORRA**  
**PRE-AUTHORIZED PAYMENT PLAN FOR PROPERTY TAXES**

Owner Names: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Telephone No.:    Res: \_\_\_\_\_    Bus: \_\_\_\_\_

Assessment Roll No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Transit Number (5 digits): \_\_\_\_\_    Bank Number (3 digits) \_\_\_\_\_

Bank Account Number: \_\_\_\_\_    Financial Institution: \_\_\_\_\_

Please check one (1) of the following:

4 instalments

10 instalments (Jan-Oct)

12 instalments

I/We hereby authorize the above Financial Institution to debit my/our account each month as indicated above for all payments payable to the Corporation of the Township of Zorra.

I/We accept the terms and conditions herein defined and authorize the Township of Zorra to begin deductions for payment of my/our tax account for the amount specified. I/We ensure that the funds will be available each month to cover withdrawal and that insufficient funds will result in finance charges as applicable, and possibly cancellation of my/our enrollment in the payment plan.

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

\_\_\_\_\_  
\*\*Authorized Signature (1)

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*\*Authorized Signature (2)

\_\_\_\_\_  
Date

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

**ATTACH VOID CHEQUE TO THIS AUTHORIZATION FORM**

Mail to: Township of Zorra PO Box 306, Ingersoll ON N5C 3K5 or scan to [lthornton@zorra.ca](mailto:lthornton@zorra.ca)  
Please forward any tax enquires to 519-485-2490 x 7222



# TOWNSHIP OF ZORRA

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274620 27<sup>th</sup> Line, PO Box 306 Ingersoll, ON, N5C 3K5  
Ph. 519-485-2490 • 1-888-699-3868 • Fax 519-485-2520  
Website [www.zorra.ca](http://www.zorra.ca) • Email [admin@zorrra.ca](mailto:admin@zorrra.ca)

## Pre-Authorized Payment Plan for Property Taxes

### Benefits of the Monthly Plan

- Easy to budget by spreading payments over ten (10) or twelve (12) equal payments withdrawn automatically from your bank account.
- Save cost of postage or cost of driving to municipal office to pay your taxes.
- Avoid late payment or worry about missing due dates.

### How Much Does it Cost

- There are no service charges or penalties for using the Pre-authorized Payment Plan.
- The amounts deducted are based only on taxes levied.

### Who May Enroll

- You must have no arrears outstanding on your tax account.
- Your taxes are not included in your mortgage payments.

### How the Monthly Plan Works

- Your annual tax levy will be estimated based on the prior years' actual taxes and divided into ten (10) or twelve (12) equal payments. This amount will be deducted directly from your bank account on the last working day of the month from January to June. Once the actual tax rates have been established for the year, the amount from July to October or December will be adjusted accordingly.
- Your enrolment in the Pre-Authorized Payment Plan will be confirmed by letter or email indicating the amount to be withdrawn from your account on a monthly basis.
- Your final tax bill will be receipted and mailed to you.

### Four (4) Pre-Authorized Payments

- The four (4) regular tax instalments to be withdrawn automatically from your bank account.
- This may be a great idea for those that like to go south for the winter, no worries about leaving post-dated cheque at the office, or getting someone else to pay the instalment.

### Terms and Conditions

- Enrolment in the Pre-Authorized Monthly Payment Plan is automatically renewed each year, and information about the next years' payment amount will be sent with the receipted tax notice.
- Enrolment in the Pre-Authorized Four Payment Plan is automatically renewed each year.
- If for any reason you wish to be removed from this payment plan, or if your banking information changes, you must notify the tax office in writing at least thirty (30) days before the next pre-authorized payment is due.
- If for any reason a payment is returned, you will be subject to a \$35.00 service charge plus applicable penalties to your tax account. Subscribers to the plan who have two payments returned will become ineligible to continue on the plan and will revert to the four (4) instalment system of payment, subject to standard penalties and interest of 1.25% per month for late payment.

### How to Enroll

- Complete and sign the attached Authorized Form
  - Attach an unsigned, blank cheque marked "VOID"
  - Please ensure that the application is received by December 15 to ensure your enrolment in the pre-authorized payment plan for the following year.
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