



PREAUTHORIZED PAYMENT PLAN TAXES AND UTILITIES

PROPERTY TAXES

UTILITIES

BANK INFO UPDATE

NAME _____

MAILING ADDRESS _____

HOME PHONE _____ CELL PHONE _____

Please provide a copy of your banking information (i.e. void cheque or direct debit form from your financial institution)

<u>PROPERTY TAXES</u>	
PROPERTY ADDRESS	_____
TAX ROLL NUMBER	_____ EFFECTIVE DATE _____
<i>PAYMENT PLAN CALCULATION</i>	
CURRENT YEAR'S LEVY	_____ DIVIDED BY 12 MONTHS _____ / MONTH

<u>UTILITIES</u>	
PROPERTY ADDRESS	_____
UTILITY ACCOUNT NUMBER	_____ EFFECTIVE DATE _____
EMAIL FOR EBILLING	_____

TERMS AND CONDITIONS

1. I (We) authorize the Town of Edson to withdraw payments from my account for property taxes and/or utilities as outlined above. Payments will be taken on the 1st day of each month for Property Taxes and 25th day of each month for Utilities using the bank account information provided. The only exception is that the property tax payment due in January will be processed on the 10th of the month (or the next business day).
2. All accounts must be paid in full prior to the start of the monthly payment plan.
3. I understand that this plan runs from January to December each year.
4. The first five monthly withdrawals for Property Taxes are based on the previous year's tax levy. Tax notices are issued in May and the monthly payment amounts from June to December will automatically be adjusted in accordance with any change in the municipal tax rate.
5. Any payments dishonored by the Payor's financial institution will incur a fee, which will be added to the tax roll or utility account and will be due and payable by the Payor. The Town is entitled to remove the Payor from the monthly payment plan if payments withdrawn from the account are dishonored by the Payor's financial institution for three (3) consecutive withdrawals. The outstanding balance becomes due and payable and will be subject to penalties within Bylaw 2214 - Fees, Rates and Charges.
6. The payor is responsible to advise the Town, in writing, by the 15th of the month, of any changes required in that month (i.e. Payor information, bank account information, cancellation, etc.)
7. The monthly payment plan applications are NOT transferrable from one property to another. A new application form must be completed for each property.
8. I have read, understand and agree to the Terms and Conditions of the preauthorized payment plan.

Signature of Applicant

Date of Application

Contact Information

Town of Edson (780) 723-4401
 Property Taxes taxes@edson.ca
 Utilities utclerk@edson.ca