



**The Corporation of the Township of Bonfield**

365 Highway 531  
Bonfield ON P0H 1E0  
Telephone: 705-776-2641  
Fax: 705-776-1154

**TAX PRE-AUTHORIZED PAYMENT PLAN APPLICATION**

Please return to:

Township of Bonfield, 365 Highway 531, Bonfield ON P0H 1E0

or fax with copy of VOID cheque to 705-776-1154

**CHOOSE ONE:**

**Option A:** \_\_\_\_\_  
MONTHLY PLAN

11 months (January to November)  
On the 30<sup>th</sup> day of each month

**Option B:** \_\_\_\_\_  
DUE DATE

2 withdrawals per year  
as indicated on Tax Bills

**Option C:** \_\_\_\_\_  
SET AMOUNT: \$\_\_\_\_\_

On the 30<sup>th</sup> day of each month  
12 months (January to December)

Name(s): \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

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

Roll Number: \_\_\_\_\_

I/We, the undersigned, hereby authorize the Township of Bonfield to debit my/our account, per attached VOID cheque for payment of municipal taxes.

Signature(s): \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE ATTACH A VOID CHEQUE**

*Personal information on this form is collected under the authority of Section 342 of the Municipal Act, 2001, S.O. 2001, C.25 (as amended), and will be used to determine eligibility for enrolment in a Pre- Authorized Payment Plan for automatic bank withdrawals to remit taxes to the Township of Bonfield.*  
**Questions relating to the Program should be directed to the Deputy Clerk 705-776-2641**

## **PLAN OPTIONS:**

### **A: MONTHLY** - for properties that are NOT in arrears:

- The Plan runs from January to November of each year - 11 monthly payments on the last day of each month.
- The first payments are based on the previous year's taxes. The remaining payments are adjusted to reflect any changes to the final tax levy.
- Final Tax Bill will indicate your total taxes for the year and is sent for your information only. **DO NOT PAY**. Please retain the bill for income tax purposes; bills cannot be re- printed. A recalculated payment schedule will be included with the final bill outlining the remaining payments for the year.

### **B: DUE DATES** - for properties that are NOT in arrears:

- Payments in the amount of the levy are withdrawn directly from your bank account once on each of the dates indicated on the interim and final tax bills.

### **C: SET AMOUNTS/ ARREARS**

- Agreed upon monthly payments will be withdrawn on the 28th day of each month
- Penalty/interest will be added based on existing policy
- Once the account is paid-to-date, ratepayer will have the opportunity to choose either the Monthly or Due Date option as noted above in A or B.

## **ENROLLMENT:**

- To enroll, complete the attached Pre-Authorized Payment Plan application form.
- Attach a cheque marked VOID.
- Once registered, you will automatically be enrolled in subsequent years.
- The payment plan is not transferable to another property. A new application must be completed for each property.
- Upon entry into the program, a payment schedule will be mailed advising of payment details for that billing period.

## **MISSED /RETURNED PAYMENTS:**

- An administration fee will be charged for all transactions not processed by your financial institution.
- A returned item notification will be sent reflecting the amount and due date required for replacement payment.
- The Treasurer or Deputy Clerk may cancel the privilege of continuing in the plan if two (2) consecutive installments fail to be honoured in the taxation year.
- The unpaid balance of taxes shall be subject to penalties, if overdue, as per policy.

## **CHANGE INFORMATION:**

- All changes to your pre-authorized payment information i.e. bank account changes, mailing address changes must be received prior to the 15th of each Month.
- A cheque marked VOID for the new bank account must accompany the Notice.

## **CHANGE OF OWNERSHIP /CANCELLATION:**

- Written notice is required prior to the 15th of each month to cancel the Pre-Authorized Payment Plan for any reason. Cancellation/change forms are available at the Tax Department, or on the Municipal Website - [www.bonfieldtownship.com](http://www.bonfieldtownship.com).
- Failure to provide the appropriate notice may result in the continuance of future withdrawals from your bank account.
- The Pre-Authorized Payment Plan will be cancelled immediately upon receipt of notification of change of ownership.