



**MUNICIPALITY OF MIDDLESEX CENTRE**  
**10227 Ilderton Road – R. R. # 2 Ilderton, ON N0M 2A0**  
**Telephone 519-666-0190 - Fax 519-666-0271**

**PRE-AUTHORIZED PAYMENT PLAN – PAYOR AUTHORIZATION**

**TO: Municipality of Middlesex Centre (the "Municipality") To Direct Debit an Account**

**Account Holder (the "Customer"):**

<b>Exact Name(s) in which Account is Held</b>			
<b>Mailing Address</b>			
		<b>Postal Code</b>	
<b>Telephone</b>		<b>Fax / Email</b>	
<b>Tax Roll#</b>	3939	<b>Utility Account#</b>	

**Financial Institution (the "Bank"):**

<b>Name</b>			
<b>Mailing Address</b>			
		<b>Postal Code</b>	
<b>Telephone</b>		<b>Fax / Email</b>	
<b>Account #</b>			
<b>Branch #</b>			
<b>Institution #</b>			

**1. Type of Payment**

**Taxes\*** and/or  **Utilities**

**Frequency (Taxes Only):**  **Monthly Payments**  **Due Date Only**

***\*Taxes: Monthly payments will be deducted on the 15th of each month. If the 15th falls on a Saturday, Sunday or holiday, the withdrawal will be on the next working day.***

## 2. Pre Notification of Amounts

**Monthly Amounts:** The Municipality will provide written notice of the amount to be debited and the date of the debit at least 10 calendar days before the date of the first debit and every time there is a change in the amount or payment date.

**Variable (Due Date only) Amounts:** The Municipality will provide written notice of each amount to be debited and the date of the debit at least ten (10) calendar days before the date of each debit. The tax notice/utility notice will serve as notice of the amount to be debited.

## 3. NSF Charges

In the event that a payment is returned from the bank non-sufficient funds (NSF), the Municipality will charge the Customer the administration charge according to By-Law 2018-106.

## 4. Rights of Dispute

The Customer may dispute a debit under the following conditions: (i) the debit was not drawn in accordance with this Authorization; (ii) this Authorization was revoked or cancelled; or (iii) prenotification (as set out in paragraph 2 above) was not received.

In order to be reimbursed, the Customer must complete a Declaration Form at the above indicated branch of the Bank up to and including: (i) 90 calendar days (in the case of a *Personal/Household* debit), or (ii) 10 calendar days (in the case of a *Business* debit), after the date on which the debit in dispute was posted to the Customer's account.

The Customer acknowledges that disputes after the above noted time limitations are matters to be resolved solely between the Municipality and Customer.

## 5. Terms of Authorization to Debit the Above Account

The Bank is not required to verify that any debits drawn by the Municipality are in accordance with this Authorization or the agreement made between the Customer and the Municipality.

It is acknowledged that in order to revoke this Authorization the Customer must provide written notice to the Municipality. This Authorization may be cancelled at any time upon written notice by the Customer to the Municipality. This Authorization applies only to a method of payment and cancellation of this Authorization does not mean that the Customer's contractual obligations to the Municipality are ended.

The Customer will notify the Municipality promptly in writing if there is any change in the above account information.

Any delivery of this Authorization to the Municipality constitutes delivery by the Customer to the Bank. **It is warranted by the Customer that all persons whose signatures are required to sign on the above account have signed this Authorization.** The Customer acknowledges having retained a signed copy of this Authorization for their records.

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Signature(s) or Authorized Signature(s) of Account Holder(s)

(Date)

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Signature(s) or Authorized Signature(s) of Account Holder(s)

(Date)

**\*\*\*\*\*For verification, please attach a blank cheque marked "VOID" in this space\*\*\*\*\***

**Middlesex Centre (Office Use Only)**

Process Date:	
Initial:	
Effective Date:	

# PRE-AUTHORIZED PAYMENT PLAN (PAP) FORM



For your convenience, the Municipality of Middlesex Centre offers pre-authorized payment service for both tax and utility billings. All other payment options continue to be available—mail, in person, PC/Telephone banking, at any chartered bank or trust company. This service will not affect those ratepayers who currently have their property taxes paid with their mortgage payments.

In order to make your bill paying easier you may have tax payments and utility bills automatically withdrawn from your bank account.

**There is no cost for this service**

## TAXES



We will be offering two options for property tax payments through automatic withdrawal

- a. **Quarterly**—on due date only—last working day in February, May, August and November
- b. **Monthly**—on the 15th of each month for ten months—ten payments from February to November. There is an option to join mid-year.

Monthly payments will be calculated based on a combination of previous and current year's taxes. Please remember that taxes may fluctuate due to reassessment and tax rate changes. For the monthly plan, you must return the form prior to the first day of the applicable month and the property owner must have no past arrears. If you miss the start up date, you are required to pay your regular installments until the next month.

## UTILITIES



Pre-authorized payment of utility bills will be available for due date only—a monthly payment plan is not an option.

If you are interested in this service, you will need to complete the attached authorization form along with a "void" cheque in order to set up your account for pre-authorized payment. Please return the authorization form to:

Municipality of Middlesex Centre  
10227 Ilderton Road, RR 2  
Ilderton, Ontario, N0M 2A0  
[water@middlesexcentre.on.ca](mailto:water@middlesexcentre.on.ca)  
[propertytax@middlesexcentre.on.ca](mailto:propertytax@middlesexcentre.on.ca)