

TOWNSHIP OF SEGUIN

Automatic Tax Installment Withdrawal

For your convenience, the Township of Seguin is pleased to introduce an automatic tax installment withdrawal (ATIW) for paying your taxes.

HOW DOES THE ATIW WORK?

The pre-authorized payment plan will begin effective the 2011 Final Tax Bill. Once registered, your installment payments will automatically be withdrawn from your bank account on the due dates listed on your tax bill, for the amounts shown.

PLEASE NOTE that only ratepayers that do not have any tax arrears will be allowed to enroll in this plan.

You may cancel the ATIW plan provided that written notice is given at least 14 days prior to a payment date.

Property owners who sign up for this program are responsible and have a duty to notify the Township's Tax Department if they are planning to sell their property.

Any monthly payments that are not honoured by your bank will be subject to a returned item charge of \$30.00 and will result in the immediate cancellation of your ATIW plan with the Township.

WILL I STILL RECEIVE PROPERTY TAX BILLS?

Yes, you will still receive an interim bill and a final bill each year; however this will be a statement only for your records. An additional payment will not be required.

Please note that supplementary tax bills cannot be included in the ATIW calculation and therefore must be paid by the ratepayer using another payment method.

HOW DO I SIGN UP FOR ATIW?

If you are interested, please complete the attached application form. You may also obtain further copies of the form from the Township Office or online at www.seguin.ca

- Complete and sign the application form.
- If more than one signature is required on your bank account, all signatories must sign the application.
- Include an unsigned blank cheque marked "VOID" with your application.
- Mail or deliver the signed application and void cheque to:

Township of Seguin – ATIW Plan,
5 Humphrey Drive, R.R. #2,
Parry Sound, Ontario P2A 2W8.

- Applications must be received 14 days prior to the first installment date. Applications received too late to process the first installment payment will still be accepted, however you will be required to pay any missed payments upon submission of this application.

Other Tax Payment Options:

All taxpayers still have the option to stay with the 4 regular installment due dates as provided on the tax bills. These payments can be made by mail, through online or telephone banking, or in person at the Township Office during regular business hours. Additionally we have a monthly payment plan (PAP) as well. Please contact our office or visit our website at www.seguin.ca for additional information and an application form for this payment plan option.

**Township of Seguin
Automatic Tax Installment Withdrawal
Terms & Conditions**

1. I (We) authorize the payee to debit my (our) account as indicated on the attached "VOID" cheque under the terms and conditions agreed to by me (us) with the payee until such time as written notice to the contrary is given.
2. I (We) acknowledge that delivery of my (our) authorization to the payee constitutes delivery by me (us) to the branch of the financial institution at which I (we) maintain an account, and that such financial institution is not required to verify that the payment(s) are drawn in accordance with this authorization.
3. I (We) will notify the payee in writing of any changes in the account information or termination of this authorization 14 days prior to the next due date of the pre-authorized debit.
4. A charge of \$30.00 will be made by the Corporation of the Township of Seguin (and added to my tax account) in the event any cheque or other order is not paid by the financial institution or any electronic transfer is not completed due to insufficient funds in the account or any other reason.
5. I (We) warrant that all persons whose signature(s) are requested to sign on this account have signed this agreement.
6. The Corporation of the Township of Seguin, may, at its sole option, cancel or suspend the right to pay the tax account pursuant to the authorization:
 - Without notice if any cheque or other order is not paid by the financial institution;
 - Without notice if any electronic transfer is not completed; or
 - Otherwise, on 14 days notice.
7. Only ratepayers with no arrears will be allowed to enroll in this pre-authorized plan.
8. This ATIW will consist of payments equivalent to the amounts shown on the Interim & Final Tax Bills, on the due dates shown.

Questions or Concerns

If you require additional information please contact the Township Office at 1-877-473-4846 between 8:30 am and 4:30 pm, Monday to Friday, or by email to kmarshall@seguin.ca .

OFFICE USE ONLY

ACCOUNT # _____

A/C BALANCE _____

DATE RECEIVED _____

**Township of Seguin
Automatic Tax Installment Withdrawal**

I (We), the undersigned agree to the terms & conditions as outlined on this form and hereby authorize the financial institution (identified below) to draw installment payments from the account (identified below), payable to the Township of Seguin for the payment of property taxes.

Name _____

Mailing Address _____

Civic Address _____

Home Phone Number _____ Work Phone Number _____

Cell Phone Number _____ Cottage Phone Number _____

Email _____

Roll Number 49-03 _____

Financial Institution _____

Signature _____ Date _____

Signature _____ Date _____

(IF APPLICABLE -IF MORE THAN ONE SIGNATURE IS REQUIRED ON THE ACCOUNT, ALL MUST SIGN)

Important: PLEASE ENCLOSE A BLANK CHEQUE MARKED "VOID" with your application.

****Once registered, you will automatically be enrolled in subsequent years, unless you notify the Township of Seguin Treasury Department. 14 days written notice must be provided to cancel or change the plan, including any changes to your banking information.***