



**PRE-AUTHORIZED PAYMENTS (PAP) FOR MUNICIPAL TAXES  
AUTOMATIC DEBIT**

**PROPERTY INFORMATION:**

Tax Account ID: \_\_\_\_\_ Location: \_\_\_\_\_

**APPLICANT INFORMATION:**

Owner Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**BANKING INFORMATION:** Please complete the below information **AND** attach a void cheque (unsigned)  
**Requests will not be processed if a void cheque is not attached.**

Name of Bank: \_\_\_\_\_ Branch Address: \_\_\_\_\_

Bank Account #: \_\_\_\_\_ Bank #: \_\_\_\_\_ Branch #: \_\_\_\_\_

**PAYMENT INFORMATION:**

Total Tax Bill \$ \_\_\_\_\_ Monthly Withdrawal \$ \_\_\_\_\_  
(Total Taxes Divided by 10)

**Withdrawal date is the 15<sup>th</sup> of each month from March to December (or the next business day).**

*Insufficient monthly withdrawal amounts will result in non-sufficient fund (NSF) fees and monthly amounts will be adjusted accordingly to ensure tax balances are paid in full prior to the end of the year.*

**Please Note:** *If there is more than one NSF payment, account holders will be removed from the pre-authorized payment plan, interest will be charged and other arrangements will have to be made to pay remaining tax balances and all future taxes.*

**APPLICANT DECLARATION:**

I/We authorize the Town of Paradise to debit the above bank account for payment of municipal taxes.

I/We have read and agree to the following terms:

As taxes change, the pre-authorized payment will change accordingly.

Will promptly notify the Town in writing if the above banking information changes.

Will notify the Town in writing of ownership changes.

Understand that this authorization will remain in effect until I/we notify the Town of cancellation in writing.

For joint accounts, all depositors must sign below if more than one signature is required on cheques.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature 2 (if required): \_\_\_\_\_ Date: \_\_\_\_\_

Office Use

Posted by: \_\_\_\_\_ Date: \_\_\_\_\_

**Privacy Notice:** The personal information in this form is being collected under the authority of section 61(c) of the Access to Information and Protection of Privacy Act, 2015, for the purpose of processing preauthorized payments for taxes. Please note that the information you provide can be subject to an Access to Information request. If you have any questions about the collection, use and disclosure of your personal information, please contact the Town at 709-782-1400.