



Town of New Tecumseth

Pre-Authorized Payment Plan for Water/Sewer Payments and/or
Tax Payments

Eligibility for Enrollment

- Only tax and utility accounts that are currently paid in full are eligible for enrollment. **If you have an outstanding balance, please remit payment in full before applying for a payment plan.**
- If you have purchased a new build home that has not been fully assessed by MPAC, you will not be eligible for enrollment into a payment plan. Once your property has been fully assessed, and supplemental billings are paid in full, you can apply for a payment plan.
- Supplemental bills **will not** be included in pre-authorized payment plans.

Important Information

- If you require to change your banking information on file, please notify our office by resubmitting this form a minimum of 10 business days before the next payment withdrawal with a new void cheque.
- If a pre-authorized payment does not clear your bank account, you will incur an Administrative Fee of \$40.50 on the tax/utility account that payment was withdrawn for.
- If you incur two NSF/returned payments in a calendar year, you will automatically be removed from the payment plan and will have to maintain payment on your account yourself.

I/We hereby authorize the Town of New Tecumseth to withdraw payments from my bank account in the following manner:

(Please choose only one property tax bill payment option)

Water/Sewer Bill - Due Date Payment Plan Water/Sewer Account Number

- Bills will reflect the payment plan on file, and balances will be automatically withdrawn on the specified due dates.

Property Tax Bill – Monthly Payment Plan Roll Number

- Ten percent (10%) of the previous year’s total taxes will be withdrawn on or about the 15th of each month from January to May in payment of your interim tax bill. At the issuance of the final tax bill in June, the total billing will be divided into 5 payments withdrawn on or about the 15th of each month from June to October. There will be no payments withdrawn in November or December.

Property Tax Bill – Due Date Payment Plan Roll Number

- Bills will reflect the payment plan on file, and balances will be automatically withdrawn on the 4 installment due dates.

Name (Print):

Municipal Address of Service:

Contact Number: Email Address:

Enrollment into paperless billing for Water/Sewer and Property Taxation to receive all bills and notices via email.

I acknowledge that I have read and understand this form and agree to the terms of the pre-authorized payment plan(s) I selected.

Authorized Signature(s) **Date:**

***Please provide additional authorized signatures if more than one is required for withdrawals against the account provided.**

Attach a VOID cheque or a Direct Deposit Form from your financial institution.

Completed form and VOID cheque can be returned to
Town of New Tecumseth, 24 Tupper Street West, Alliston, ON, L9R 1H2 or by email to finance@newtecumseth.ca