



Town of New Tecumseth

PRE-AUTHORIZED PAYMENT PLAN FOR WATER/SEWER PAYMENTS AND/OR TAX PAYMENTS

Here is an easy way to pay your Water/Sewer and/or Property Tax Bills to the Town of New Tecumseth. This voluntary program authorizes your financial institution to automatically withdraw your payments from your bank account and forward them to the Town.

HOW THE PLANS WORK - There are three plans available.

Water/Sewer Bill - Your bill will be deducted automatically from your bank account on the "due date." You will continue to receive your Water/Sewer bill which reflects the automatic payment and allows you to track your consumption. A message will appear on your bill to advise you that your account has been set up on the Pre-Authorized Payment Plan. Please continue to pay your bill in the usual manner until you see this message.

Property Tax Bill – Option 1 – Monthly Payments for Current Taxes - This option is available to ratepayers who have no tax arrears. Ten percent (10%) of your previous years taxes will be withdrawn on the 15th of the month for the interim taxes, and once the final taxes for the year are calculated, a recalculation of your payment will be done and the revised amount will be noted on the stub portion of your bill. This plan runs for ten months – JANUARY TO OCTOBER each year. There will be no payments in November and December.

Property Tax Bill – Option 2 – Instalment Due Date Payment Plan - This option is for ratepayers who have no tax arrears and would like payments automatically withdrawn from their bank account on the four tax instalment due dates. The interim and final bills will still be issued to you so you will know the installment amounts and the due dates.

Important Information

- You may only enroll in this program if your accounts are paid in full.
You may change your bank information or cancel your participation in the plan by providing written notice at least 10 business days before the next payment due date.
If any pre-authorized payments do not clear through your bank account, the Town will charge a \$38.75 administrative fee plus interest charges.
Supplementary tax bills will not be included in the pre-authorized payment plan.

Step 1: Choose the payment plan(s) you prefer and eBilling options if desired

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

- Water/Sewer Bill Payment Plan Water/Sewer Account Number
Property Tax Bill – Option 1 – Monthly Payment Plan Roll Number
Property Tax Bill – Option 2 – Instalment Due Date Payment Plan Roll Number

Name (Print):

Address:

Telephone Number Residence: Business:

Bank Number: Bank Transit Number: Account Number:

Bank Address:

Enroll me in eBilling to receive Water/Sewer and/or Property Tax bills electronically by email to my email address

Email Address

Authorized Signature(s) Date:

*Please provide additional signatures if more than one signature is required on cheques issued against the account

Step 2: Attach a VOID cheque or a Banking Information Form from your financial institution

Completed form and VOID cheque can be returned to Town of New Tecumseth, 10 Wellington Street East, Alliston, ON, L9R 1A1 or by email to finance@newtecumseth.ca