





## How to Enroll?

- Ensure the applicable tax and/or water balance is paid and up-to-date
- Complete the Pre-Authorized Debit (PAD) Agreement form and submit to [pad@king.ca](mailto:pad@king.ca)
- All PAD submissions must include a "VOID" cheque
- If a Plan is not chosen (Monthly Plan or Due Date Plan), you will be enrolled in the Due Date Plan
- Any application received that is not completed or balance is not paid up-to date will be returned to the owner, along with any VOID cheque accompanying it. If late fees are incurred as a result, they are the responsibility of the property owner
- Once enrolled, you will remain in the program until you choose to withdraw by submitting the PAD Cancellation Form

## How the Plans Work?

### Tax Bill Payment Plans:

- a. Monthly Plan – Equal monthly payments will be automatically deducted on the first business day of each month from February to June and August to December each year.
  - 1<sup>st</sup> notice will be mailed in January informing the payment schedule and monthly payment amount for the first five months (February to June).
  - 2<sup>nd</sup> notice will be mailed in July informing the payment schedule and revised monthly payment amount for the last five months (August to December).
- b. Due Date Plan – Payments will be automatically deducted on the scheduled due dates on your Tax Bills
  - Tax bill will be sent to you for information purpose

### Enrolment deadlines:

- a. June 1<sup>st</sup> – enrolment for the mid-year cycle (withdraw starting in August of the current year on a Monthly Plan or the next scheduled due date on your current year Final Tax Bill)
  - b. Dec 1<sup>st</sup> – enrolment for the new year cycle (withdraw starting in February of the following year on a Monthly Plan or the next scheduled due date on your new year Interim Tax Bill)
- \* Confirmation of registration will be sent to the email address provided.

### Supplementary Taxes for New Homes and Buildings:

- a. Supplementary bill payments will **NOT** be withdrawn from your bank account based on your chosen payment plan. You **MUST** pay the Supplementary Taxes separately prior to the due dates. Failure to do so will result in cancellation of the PAD plan.

### Water and Sewer Bill Payment Plan:

- a. Due Date Plan – Payments will be automatically deducted on the scheduled due dates on your Water Bills

### Enrolment deadline:

- Registration is accepted for the next scheduled due date. Confirmation of registration will be sent to the email address provide.

## Returned Payments

If a pre-authorized payment is dishonoured by your bank for any reason, a service fee for the dishonoured payment will be applied to your account and you will be removed from the Pre-Authorized Debit (PAD) Plan. Once the account is paid in full, you can re-apply to the Pre-Authorized Debit (PAD) Plan by submitting a new Pre-Authorized Debit (PAD) Agreement.

**NOTE: All PAD applications must be submitted with a "VOID" cheque.**

### Terms and Conditions:

By signing the PAD Agreement, I/We have read and understand the Pre-Authorized Debit Agreement and agree to the terms and conditions. I/We, the Payor(s), authorize the Township of King to debit the bank account, identified by the VOID cheque or Pre-Authorization Agreement provided, for monthly regular recurring payments and/or one-time payments from time to time for payment of charges arising under my/our Township of King Tax and/or Water account(s) on the scheduled due date.

I/We acknowledge that two payments not cleared by the bank and returned to the Township of King will result in cancellation of the PAD plan. Any account which has been cancelled from continuing in this plan shall revert to the regular installment billing system and be subject to penalty and interest charges for any payment not clearing through the bank.

I/We acknowledge that the Pre-Authorized Debit Agreement will continue into future years and that I/We may revoke my/our authorization at any time, subject to completing the cancellation form and submit to [pad@king.ca](mailto:pad@king.ca) at least 21 days before the next withdrawal. Visit us at [www.king.ca](http://www.king.ca) to obtain a Pre-Authorized Debit Cancellation Form.