



**Township of Puslinch**  
7404 Wellington Road 34  
Puslinch, ON, N0B 2J0  
T: (519) 763 – 1226  
F: (519) 763 – 5846  
[www.puslinch.ca](http://www.puslinch.ca)

## **Pre-Authorized Tax Payment Plan Terms and Conditions**

- A minimum of 10 days' notice will be required on any changes made to the pre-authorized tax payment plan, including the initiation and termination of the plan. Enrolment in the plan is automatically renewed each year.
- Sale of the property does not terminate the plan. The plan holder must provide a written notice of termination.
- The individual(s) holding the plan must make all requests in writing.
- Transactions can only be made in compliance with the payment options offered. Individual(s) will not be able to make one-time payments using this plan. Payments must fall under one of the categories offered or they will have to be made through an alternate payment method.
- Supplementary and omitted billings added to the tax account are additional charges and are not included in the pre-authorized payment plan options indicated on the application form.
- Penalty and/or interest are not incurred provided payment is being made pursuant to the terms of the plan.
- The taxation account must be at a zero balance before the pre-authorized tax payment plan options are initiated and must remain in good standing throughout the term of the plan.
- For those under Option 1: 11 Month Plan, a statement will be mailed a minimum of 10 days before the initial monthly debit. These amounts will be debited monthly from February to November. The final debit of the year in December will be adjusted to clear any outstanding tax dollars owing. The account will be debited on the 15<sup>th</sup> day of each month (or the next business day if this day falls on a weekend or holiday).
- For those under Option 2: Tax Instalment Plan, the tax bill will be mailed a minimum of 21 days before the first instalment is debited. No reminder will be sent regarding future installments on a tax bill that has already been mailed. The amount will be withdrawn automatically on each instalment due date during the year.

- The Township will not be held responsible for the repercussions of any incorrect bank account or payment information provided by the plan holder. Our office requires written notification of any changes in banking information.
- The Township must receive a request for reimbursement within 90 days of an erroneous payment. After 90 days, the payment becomes ineligible for refund.
- The Township reserves the right to refuse any application that is incomplete or not accompanied by a void cheque.
- An administrative fee will be applied to your account for payments not cleared by your financial institution.
- If a pre-authorized payment is denied on any property, the pre-authorized payment plan will automatically be terminated effective immediately. Notification of the termination of the plan and an arrears statement outlining the outstanding charges will be forwarded to the plan holder. The individual(s) must bring the account to zero and notify the Township in writing if they wish to continue with the pre-authorized payment plan.
- If a pre-authorized payment is denied for a second time, the plan will be terminated and the applicants will be rendered ineligible for a new plan for 365 days from the date of the latest plan's termination.

**The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.**