

Easy Payments!

CORPORATION OF THE TOWNSHIP OF SEVERN

PREAUTHORIZED PAYMENT AGREEMENT

The Township offers a Preauthorized Payment Plan for Taxes and/or Water/Sewer Bills which has proven very successful with any one of the payment options listed below. For further details, please contact the Treasury Department. To enroll in the preauthorized payment plan, please complete the following (where applicable), attach a cheque marked "VOID" or Form from your Financial Institution and return to the Township Office. This authorization may be cancelled at any time by written notice.

(Note: If you have already signed up for the preauthorized payment plan then you do not have to re-apply.)

ROLL # 43 51 - _____ - _____ - _____ - _____

MUNICIPAL ADDRESS _____

NAME(s)(Please Print) _____

PHONE NO. _____ E-MAIL _____

EFFECTIVE DATE _____
(The last day of the month in which the first withdrawal will occur or Installment/Due Date)

TAX ACCOUNT NO. _____

WATER/SEWER ACCOUNT NO. _____

PROPERTY TAX PAYMENT OPTIONS

- OPTION NO. 1** – Ten (10) monthly payments January to October on the **LAST BANKING DAY** of each month.
- OPTION NO. 2** - The regular tax installments at the regular due dates.
- OPTION NO. 3** – Monthly payments in the pre-approved amount of \$_____ to clear my arrears. Amounts are to be approved by the Township of Severn’s Treasury Department with payments withdrawn the **LAST BANKING DAY** of each month.

WATER/SEWER PAYMENT OPTIONS

- DUE DATE OPTION** - The quarterly bill balance on the regular due dates – January 31st, April 30th, July 31st, and October 31st.
- MONTHLY OPTION** - The flat quarterly bill amount divided into three equal monthly withdrawals; >68m3of consumption will result in an increased third withdrawal amount for the balance remaining. Your account **MUST** have a zero balance upon enrollment.

I hereby, authorize the Corporation of the Township of Severn to withdraw payments from my bank account to pay my property taxes and/or water/sewer bill:

SIGNATURE: _____ **DATE:** _____

NOTE: There will be a handling charge for any payment request that is refused by your banking institution due to insufficient funds or a closed account. A third occurrence will automatically cancel your pre-authorized payment