

# PRE-AUTHORIZED APPLICATION FORM

## How it works:

1. The City of Brampton provides this Personal Pre-Authorized Debit (PAD) program in accordance with the rules established by the Canadian Payment Association (CPA).
2. The City of Brampton offers two Pre-Authorized Tax Payment (PTP) plans. Taxes can be withdrawn automatically from your bank account either monthly or on instalment due dates.
3. Any payments made by post-dated cheques will be processed and may alter the amount of your future withdrawal.

## How to enrol:

1. Select the plan you wish to enrol in.
2. Complete and return this application and attach a void cheque (line of credit, credit card and savings accounts cannot be used).
3. Mail the application to City of Brampton, Tax Services, 2 Wellington St. W, Brampton ON L6Y 4R2 or fax to 905-874-2296.
4. Return the application to the City no later than first week of November for **INTERIM BILLING** or first week of May for **FINAL BILLING**.

## Arrears

Your account must remain in good standing prior to enrollment and during the program. If your account is in arrears at any point in time, you may be removed from the program.

**Once application is complete, attach a void cheque and mail or fax it to the address or number listed here.**

**Yellow area must be fully completed.** If you require assistance completing this form, please visit our website [www.brampton.ca/contact](http://www.brampton.ca/contact) or telephone the City of Brampton Tax Services at 311 or 905.874.2000.

## When would you like to start?

### INTERIM BILLING START

To enrol beginning with the Interim Billing, applications must be received by the first week of November and must have no outstanding or future balances due.

### FINAL BILLING START

To enrol beginning with the Final Billing, applications must be received by the first week of May and must have no outstanding or future balances due.

## Withdrawal Date Options

I. Due Date Plan (6 withdrawals corresponding with the regular instalment due dates)

II. Monthly Plan (12 monthly withdrawals for residential and 11 monthly withdrawals for non-residential properties). If choosing monthly plan, when would you want the withdrawals to be made?

1st of the month  15th of the month  
(or next business day)

**Applies to monthly program**

**Please note:** If a preferred option is not selected, your application will be returned to you. **Overdue balances of up to \$100 will be automatically withdrawn from your account without notice to keep your tax account in good standing.**

**Tax Roll # 10 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 0 0 0 0 As shown on your Tax Bill**

**Property Address As shown on your Tax Bill**

**Billing Name(s) 1. As shown on your Tax Bill**

2. \_\_\_\_\_

**Mailing Address 123 Anywhere Street, Brampton, Ontario**

Postal Code \_\_\_\_\_

Phone (Home): \_\_\_\_\_

Phone (Other): \_\_\_\_\_

Email: \_\_\_\_\_

I (we) hereby agree to all the terms and conditions outlined in the PTP program and authorize my bank to draw payments payable to Brampton Taxes for payment of property taxes.

Signature 1 **Sign Application**

Date **Today's Date**

Signature 2 \_\_\_\_\_

Date \_\_\_\_\_

(if required)

Mail, fax or bring your completed application form to: Corporate Services, Finance Division, Tax Services, City Hall, 2 Wellington Street West, Brampton, Ontario L6Y 4R2

Call **(3-1-1)** or 905.874.2000 • Fax : 905.874.2296 • TTY: 905.874.2130

Select the plan that you wish to enrol in