

# Cancellation/Suspension/Account Change for Pre-Authorized Payment Plan Accounts

Please use this form to make changes to your pre-authorized payment plan accounts. This includes the monthly tax plan, installment tax plan and Paisley water/sewer payment plan.

## Cancelling Your Enrollment in the Program:

- To cancel your enrollment, complete this form
- You must immediately pay the outstanding balance in full to avoid interest charges
- This payment plan is not transferable to another property

## Changing Financial Institutions:

- To update or change your bank or financial institution information, complete this form
- Mail your updated information to the Municipal Office, email to [reception1@arran-elderslie.ca](mailto:reception1@arran-elderslie.ca) or complete our form for setting up an Authorized Payment Plan. Please do this 15 days before your next withdrawal date.
- Line of credit accounts, credit card accounts or foreign funds cheques cannot be used for pre-authorized payments

## Suspending Your Pre-Authorized Payment Plan:

- The withdrawal of pre-authorized payments may be suspended until June 30th. The July tax date will remain the same and your taxes will be withdrawn from your account on the last business day of July.
- For arrears incurred during the suspended time frame, we will calculate what is owing, divide the amount by the amount of months remaining in the year and you will begin to pay off the amount owing on your first payment back on the plan
- If you would like to pay your arrears in a different way, please contact the Municipal office.

*Once your request is processed you will receive email notice confirming that your request has been processed.*

**Please select the option that you are applying for: \***

- Suspend Pre-Authorized Payment Plan until a date of my choosing
- Suspend Pre-Authorized Payments until June 30th, 2020
- Change Financial Institution Account Information
- Cancel my Pre-Authorized Payment Plan

**If you would like to select your own date to end your suspension of Pre-Authorized payments, please select the date that you would like to continue Pre-Authorized Payments.**

**Please select the type of Pre-Authorized Payment Plan you are modifying:**

- Paisley water/sewer payments
- Tax Payments by Installment
- Monthly Tax Payments

**Effective Date of Cancellation/Change/Suspension \***

**Applicant Name/Name on the Account (If a joint account, please include all names on the account)**

**Property Address (or addresses)**

**City/Town**

**Province**

**Telephone Number**

**Postal Code**

**Email Address**

**Please attach a void cheque to this application or include your financial information below.**

**Bank Branch Transit Number**

**Financial Institution Number**

**Bank Account Number**

**Name of Banking Institution**

**Signature**

**Additional Signature (if joint account)**

**Additional Signature (if joint account)**

# Thank You

Please email the completed form to [reception1@arran-elderslie.ca](mailto:reception1@arran-elderslie.ca) or mail it to the Municipal Office. You will receive confirmation that your form has been received and your request has been processed.

If you have any questions, please contact [reception1@arran-elderslie.ca](mailto:reception1@arran-elderslie.ca) or call 519-363-3039.