



The Corporation of the Town of Espanola  
100 Tudhope Street • Suite 2, Espanola, Ontario P5E 1S6  
Telephone: (705) 869-1540 • Facsimile: (705) 869-0083  
Website: www.espanola.ca

## Pre-Authorized Property Taxes Payment Plan - Application Form

Name: \_\_\_\_\_ Roll Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

I/We authorize the Town of Espanola to debit my/our account indicated for property taxes payable to the Town of Espanola. January to November payments will be based on the current year CVA times the prior year tax rate. The December payment will be the remaining amount outstanding for the current year.

I/we agree to monthly withdrawals on (check **one** of the below):

1<sup>st</sup> of each month

15<sup>th</sup> of each month

Bank Name: \_\_\_\_\_ Bank address: \_\_\_\_\_

Account # : \_\_\_\_\_ Branch #: \_\_\_\_\_ (5 digits) FI #: \_\_\_\_\_ (3 digits)

Signature of Account Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Account Holder: \_\_\_\_\_ Date: \_\_\_\_\_

*Print and sign if you cannot complete the digital signature*

Be sure to include an **unsigned cheque marked "VOID"**. For joint accounts requiring more than one signature all parties must sign this application.

If you wish to withdraw from the pre-authorized plan, or wish to make changes to your banking information, you must notify the Tax Department in person or in writing by the last day of the month. To obtain a sample cancellation form, or for more information on your right to cancel a Pre-Authorized Debit or Payment Agreement, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca). You have recourse rights if any debit does not comply with this agreement (example: debit not authorized or is not consistent with this PAD agreement). To obtain more information on your recourse rights, contact your local financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

An administrative fee will be applied to your account for payments not cleared by your financial institution and penalty charges will apply. Failure to abide by the terms of the plan may result in cancellation of enrollment.

### To submit this application:

**In Person or by mail: 100 Tudhope Street, Espanola, P5E1S6**

**Fax: 705-869-0083**

**Email: [jsteele@espanola.ca](mailto:jsteele@espanola.ca)**

The Town of Espanola is committed to serving the needs of our community by supporting the positive, well-balanced, social, economic, environmental and physical growth of the town. We will continue to pursue excellence by providing accountable and affordable services while promoting the highest quality of life.