



Municipality of Chatham-Kent

315 King Street West, PO Box 640
Chatham, Ontario N7M 5K8

Phone: (519) 436-3210 Fax: (519) 358-4534

Pre-Authorized Payment Agreement

***NOTE: This Plan Does Not Cover Supplementary Billings
All Arrears Must Be Paid In Full Prior To Implementation***

Roll Number:	3	6	5	0	-					-								
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Property Location: _____

Customer Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Home Telephone No: () Business Telephone No: ()

Payment Type:

Due Date

Monthly (15th day) starting the month of:

Note: If you own multiple properties you must complete a separate form for each property that you want included in the pre-authorized payment plan. Two PAP payments returned from the bank in one consecutive year results in removal from the pre-authorized payment program.

Return agreement and a **VOID** cheque (include your roll number on the cheque) 10 days prior to your first payment to one of our offices or mail to the above address: **Attention: "Accounts Receivable Department"**.

Name of Canadian Financial Institution

Branch Address

City Province **Attach a VOID CHEQUE to this agreement.**

Bank # Transit # Account #

I/we (the above named customer) authorize the Municipality of Chatham-Kent to debit my/our account, on the due date or if monthly plan, on the 15th day of the month. **I understand that supplementary billings will be my responsibility, as they are not covered by this plan.**

I/we will notify you 10 days in advance of a payment date if I wish to start, end, move my bank account or make other changes to the account. Each payment shall be the same as if I/we had personally issued a cheque authorizing the bank to pay you as indicated and to debit the amount specified to my/our account.

Customer Signature

Date

Customer Signature (if required)

Representative

Property Tax
Information on the Web
(www.chatham-kent.ca)

Payment Options/PAP Agreements

Interest Charges on Unpaid Taxes

Change of Ownership

Mailing Address Change

Property Assessment

Low Income Seniors & Disabled Tax

Deferral Program

Registered Charitable Organizations

Property Tax Sale Process

Commercial/Industrial Vacancy Re-
bates

Tax Arrears Certificates

By-Law

Tax Rates

FAQ's

How to Reach Us

Tax Office

Tel (519) 436-3210

Fax (519) 358-4534

E-mail CKaccountsreceivable@
chatham-kent.ca

Weekdays:

8:30 a.m. – 5:00 p.m.

Mailing Address:

Municipality of Chatham-Kent
Tax Office
315 King Street West
PO Box 640
Chatham, ON
N7M 5K8

Pre-Authorized Payment (PAP)

You now have the option of selecting one of the two different pre-authorized payment plans that offer you the convenience of having no cheques to write, no worries about overdue payments, no large lump sum payments, and no line-ups at your bank or municipal office.

Your two pre-authorized payment options include:

1. **Installment (Due Date)**

You can opt to pay your taxes on installment due date. All arrears **MUST** be paid in full prior to implementation. You may then apply to have the installment amounts withdrawn from your bank account. There is no service fee for enrolling in this plan. ***Supplementary tax billings will be your responsibility, as they will not be covered under this program.***

2. **Monthly**

An automatic withdrawal of a system calculated amount will be removed from your bank account on the fifteenth day of each month. All arrears **MUST** be paid in full prior to implementation. You may then apply to have the installment amounts withdrawn from your bank account. The amount will be based on your previous year's final annualized taxes. Once the Final Rates have been established each year, your pre-authorized payment amount is recalculated and you will be notified in writing of any changes. There is no service fee for enrollment in this plan. Please advise on the enrollment form which month you wish your plan to start. ***Supplementary tax billings will be your responsibility, as they will not be covered under this program.***

If you are not currently enrolled in the Pre-authorized Payment Plan for the payment of taxes you must complete a [Pre-Authorized Payment Form](#) and return it along with a VOID cheque to the Tax Office. You will be notified of the amount to be withdrawn from your bank account. This authorization will not be required each year. To make banking changes or withdraw from a plan you must provide ten days (10) written notice to the Tax Office.

[How to Change/Cancel Your Pre-Authorized Payment Information.](#) (.pdf)

Print out a web form, complete and return to the address at the left side of this page or request a new form from any municipal office.

[Returning PAP Authorization Form:](#)

Please ensure the property address and roll number is written on all correspondence. Once the form is filled out, it can be returned

- By mail to the address at the left side of this page
- Or by fax to: (519) 358-4534