



**Township of South Glengarry**  
6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0  
T: (613) 347-1166 | F: (613) 347-3411  
[www.southglengarry.com](http://www.southglengarry.com)

**Automatic Withdrawal for Property Taxes**

We offer automatic debit to make it easier to avoid late fees and penalties. The benefit to you is that you don't have to worry about remembering your payment, we'll automatically withdraw from your bank. Please complete and return this form, with a personal cheque marked VOID or a direct deposit form from your financial institution.

I/We \_\_\_\_\_ Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City, Province: \_\_\_\_\_, \_\_\_\_\_ Postal Code \_\_\_\_\_

Roll Number: 0101 \_\_\_\_\_

**Please Select ONE Option**

*Only accounts with NO ARREARS are eligible:*

**Option 1:** 11 Monthly Payments

**For office use only:**  
Amount to be withdrawn monthly \$ \_\_\_\_\_, (excluding December), beginning January

**Option 2:** Withdrawal will be processed on the installment due date.

I/We have read and understood the terms of this authorization. I/We authorize the Township of South Glengarry to debit my/our bank account for the payment of property taxes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*AFFIX CHEQUE HERE*  
  
*OR ATTACH A DIRECT DEPOSIT INFORMATION SHEET FROM YOUR BANK TO THIS PAGE*



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### Terms of Authorization Re: Automatic Withdrawal for Property Taxes

- Accounts with no arrears may enroll in either Option 1 or 2
- You may sign up for automatic withdrawals any time between January and July of the current tax year. We require the application form no later than the 20<sup>th</sup> of the month to activate your withdrawal for the following month. Depending on sign-up date, partial payment of taxes may be required prior to enrollment. Requests submitted during or after the month of August, will be effective in the New Year; these are required no later than December 10<sup>th</sup>.
- The monthly debit is done on the first banking day of the month.
- If there are adjustments to your debit amount, we will notify you prior to the withdrawal.
- Instances of returned items for insufficient funds will incur a penalty charge of \$20.00 each time. In order to maintain the same payment plan, missed payments must be paid prior to the following automatic withdrawal. Three returned items will result in removal from automatic withdrawal.
- Additional information for anyone who chooses option 1
  - At the beginning of the year, the withdrawal is calculated using the previous year's taxes plus 5%. If there has been a change in your assessment (higher or lower), please contact the tax office and your payment plan may be adjusted.
  - We do not withdraw any funds during the month of December.
- If you are selling your property, it is your responsibility to notify us so we cancel your automatic withdrawals. Any changes to your banking information or other requests to stop payment must be submitted in writing prior to the 24<sup>th</sup> of the month.

Should you require any further information, please do not hesitate to contact our office at 613-347-1166 ext. 2110 or 2112.

Yours truly,  
Accounts Receivable Clerk  
[ar@southglengarry.com](mailto:ar@southglengarry.com)  
Fax: 613-347-3411

PLEASE KEEP THIS INFORMATION PAGE FOR YOUR RECORDS.