



THE CORPORATION OF THE TOWNSHIP OF SEVERN

The Township implemented a Preauthorized Payment Plan for Taxes which has proved very successful with many ratepayers participating in the various options. There are three options available:

1. **Equal monthly payment for Current Taxes;**
2. **Payments on the Regular Due Dates; or**
3. **Monthly Payment Arrears.**

For further details, please contact the Treasury Department. To enroll in the pre-authorized payment plan, please complete the Authorization Certificate, attach a cheque marked "VOID" and return to the Township Administration Office.

AUTHORIZATION CERTIFICATE

I hereby, authorize the Corporation of the Township of Severn to withdraw payments from my account to pay my property taxes in the following manner:

- OPTION NO. 1** – Ten (10) monthly payments January to October on the **LAST BANKING DAY** of each month.
- OPTION NO. 2** - The Regular tax installments at the regular due dates.
- OPTION NO. 3** – Monthly payments in the pre-approved amount of \$_____ to clear my arrears. Amounts are to be approved by the Township of Severn Treasury Department with payments withdrawn on the last banking day of each month.

PROPERTY ROLL NO: _____ **TAX ACCOUNT NO.** _____

NAME (please print) _____ **PHONE NO.** _____

SIGNATURE: _____ **DATE:** _____

This authorization may be cancelled at any time by written notice. Please attach a cheque marked "VOID" together with this form. There will be a handling charge for any payment request that is refused by your banking institution due to insufficient funds or a closed account. A second occurrence will automatically cancel your pre-authorization payment arrangement.

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