



Pre-Authorized Debit (PAD) Plan Application Form

How to enrol

1. Pay all amounts owing on your property tax account.
2. Complete and sign the form.
3. Attach a VOID cheque (NOT a line of credit or credit card cheque).
4. Send the form and void cheque to the Revenue Branch or apply online.

This application is made on behalf of:

☐ Person ☐ Business

Tax Roll #

Property address, including city and postal code

First and last name (1)

First and last name (2)

Mailing address if different then property (city and postal code)

Home Phone number

Business Phone number

Email

Plan Options – Please check only one option

The PAD plan provides for taxes (excluding supplementary billings) to be automatically withdrawn from your bank account in either monthly withdrawals (on the 1st, 8th, 15th or 22nd) or on the tax instalment due dates.

Option 1: Monthly payments

- ☐ All amounts owing on my (our) property tax account have been paid. I (we) authorize the City of Ottawa to process monthly debits, equivalent to the yearly taxes on the selected withdrawal day beginning with the earliest plan available at this date.

Select on which day of the month you wish to withdraw payments

☐ 1st ☐ 8th ☐ 15th ☐ 22nd

Standard - Registration by November 30: Withdrawals occur from January through October. Payments withdrawn from January to June are equivalent to 1/10th of the previous year's taxes and the balance of the current year's taxes is withdrawn equally from July to October.

Late - Registration by January 10: Withdrawals occur from February through October. Payments withdrawn from February to June are equivalent to 1/9th of the previous year's taxes and the balance of the current year's taxes is withdrawn equally from July to October.

Mid-point - Registration by April 15: Withdrawals occur from May through October. Payments withdrawn in May and June are equivalent to 1/12th of the previous year's taxes and the balance of the current year's taxes is withdrawn equally from July to October.

Option 2: Amount due withdrawn on "tax due date"

- ☐ All amounts owing on my (our) property tax account have been paid. I (we) authorize the City of Ottawa to process a debit, equivalent to yearly taxes as billed on the due dates.

Standard - Registration by November 30: The City of Ottawa will process a debit equivalent to the taxes as billed on the due dates.

Mid-point - Registration by April 15: The City of Ottawa will process a debit equivalent to the final taxes as billed on the due dates.

Pre-authorized debit (PAD) plan terms of service

I (we) authorize the City of Ottawa to process monthly debits beginning with the earliest plan available at this date, or on the due dates as determined by Council and to continue to do so in future years.

This payment plan is account specific and cannot be transferred. To withdraw from the plan or to change banking information and/or plan type, I(we) must provide the City of Ottawa with 30 days written notice or submit the request online with 9 days notice.

Signature _____ Date _____

Signature _____ Date _____

There is a service fee for all payments not honoured by your banking institution. Subscribers to the pre-authorized debit plan who have more than three returned payments in any 12-month period will become ineligible to continue on the PAD plan and the balance of the account will become due on the regular due dates and subject to interest charges of 1.25% per month for any late payments.

Bill payers have certain recourse rights if any debit does not comply with this PAD agreement (for example, the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD agreement). To obtain more information on recourse rights, bill payers may contact their financial institution or visit payments.ca. To obtain recourse directly from the City of Ottawa, provide documentation to support the claim to us at the address provided below within 90 days of the disputed payment.

Collection of information

Personal information is collected under the authority of section 346 of the Municipal Act, 2001, S.O. 2001, c. 25 and will be used for the purpose of administering a pre-authorized debit plan for property taxes. Questions about this collection of information may be directed to the Program Manager, Customer Accounts, 4E-100 Constellation Drive, Ottawa ON K2G 6J8, Tel: 613-580-2444.

Phone: 613-580-2444

TTY: 613-580-2401

Fax: 613-580-2457

(Transactions will be recorded for training and verification purposes.)

Mail: City of Ottawa, PO Box 4647, Station A, Toronto, ON M5W 0E7

Email: revenue.payment@ottawa.ca

ottawa.ca/taxes

myservice.ottawa.ca