

**Property Tax Installment Payment Plan Application  
and Pre-Authorized Debit Application**

Roll Number: \_\_\_\_\_ Land Location: \_\_\_\_\_

Name(s) of Registered Owner(s) – PLEASE PRINT: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ Business/Cell Number: ( ) \_\_\_\_\_

**Please ATTACH a VOID cheque or Direct Debit form from your Financial Institution.**

Name of Bank:																														
Address of Bank:																														
Bank Number	Branch Number	Your Account Number																												
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**NOTE: Not all savings accounts can be debited. Please check with your financial institution.**

1. I/We hereby authorize Lamont County and its financial institution to withdraw the monthly tax installment from my/our bank account as provided in this application. Further that is authorization will remain in place from year to year unless cancelled by giving fifteen (15) days written notice by either myself/us or cancelled by Lamont County for default of payment as out lined in Part 5 herein. The monthly installment will be taken by electronic transfer on the 15<sup>th</sup> of each month (or the next available business day).
2. For eligibility to participate in the Plan, all outstanding property taxes and penalties must be paid in full.
3. In the event of a sale of property, change of banks or bank accounts, I/we will notify Lamont County, in writing at least **fifteen (15) days prior to the next due date** to arrange for cancellation, or to provide the new bank account information INCLUDING a “VOID” cheque.
4. I/we acknowledge that there may be a difference between the amount paid by installments and the actual tax levy and that adjustments may be necessary. The monthly installment amount for the period January 1<sup>st</sup> until the date of the Tax Notice being mailed is calculated by dividing the previous year’s tax levy by the remaining months in the calendar year. The monthly installment amount after the Tax Notice has been mailed will be calculated by the actual current year’s tax levy, subtracting the prior monthly installments that have been received to date (if any) and dividing by the remaining months in the calendar.
5. I/we acknowledge the right for Lamont County to cancel my/our participation in the Pre-Authorized Tax Payment Plan if any two (2) installments are in default in any year. Unpaid taxes as of the date of the termination of participation in the Plan will be subject to penalties in the Lamont County’s Tax Rate Bylaw. A service charge will be levied on all returned payments.
6. I/We warrant and guarantee that all persons whose signatures are required to sign on this account have signed this agreement below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Collection and Use of Personal Information**

Personal information is collected in accordance with section 3 of the Municipal Government Act and section 33 (c ) of the Freedom of Information and Protection of Privacy Act. It will be used to process and activate pre-authorized monthly changes of annual property taxes payable to Lamont County. If you have any questions about the collection and use of the information, contact the Legislative Services Officer at (780) 895-2233.