



Town of Midland

575 Dominion Avenue
Midland, Ontario L4R 1R2
www.midland.ca
service@midland.ca
705-526-4275

Pre-Authorized Payment (PAP) Agreement Banking Change or Cancellation

Submit this form by mail, in person or the drop box at the Municipal office, do not send banking information through email.

Customer Information (Mandatory fields*)

Name of Owner(s) of Property*: _____

Requested By (if different from above): _____

Municipal Address of Property*: _____

Mailing Address (if different from above): _____

Phone Number*: _____ Email Address*: _____

Tax Roll # (15 digits with dashes): _____ Utility Account Number: _____

Change of Banking Information (must attach a VOID cheque**)

Updated banking information must be provided at least 7 business days prior to next scheduled withdrawal date.

Applicable to*: Property Tax Account Utility Account

Requested change date*: _____

** VOID cheque or authorized banking information provided by your bank must be included with the form.

Joint bank accounts that require more than one signatures on cheques must receive authorization from all parties to complete the Pre-Authorized Payment Agreement (PAP) for Property Taxes.

Cancel Pre-Authorized Payment Agreement (cancel for property tax PAP online at midland.ca/CancelPAP)

Cancellation request must be provided at least 7 business days prior to next scheduled withdrawal date.

Applicable to*: Property Tax Account Utility Account

Requested cancellation date*: _____

Have you sold your property?* No Yes: Closing date, if available: _____

Forwarding Address (if sold*): _____

I/We confirm all information provided is accurate. I/We agree to and understand the applicable terms and conditions.

Owner's Name: _____ Signature: _____ Date: _____

Owner's Name: _____ Signature: _____ Date: _____

Personal information on this form is collected under the legal authority of the Municipal Act, S.O. 2001. c.25 as amended. Personal information is collected and maintained for the purpose of change or cancellation of a pre-authorized payment plan for property taxes or utilities pursuant to the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Clerk's Office, the Corporation of the Town of Midland, 575 Dominion Avenue, Midland, ON L4R 1R2 or by email to clerks@midland.ca. Questions about the form submission should be directed to Finance by email at pap@midland.ca.



Town of Midland - Pre-Authorized Payment (PAP) Agreement for Property Taxes Change of Banking or Cancellation Guideline

Request Timelines

- At least 7 business days notification is required before the next withdrawal date to change banking information or cancel your Pre-Authorized Payment Agreement.
- Property owners can complete these requests online at midland.ca/PayTaxes (for property taxes only).

Returned Payments / Non-Sufficient Funds:

- If a pre-authorized payment is dishonoured by your bank for any reason, a service fee for the dishonoured payment will be applied to the applicable account and you will be removed from the PAP.
- Once the account is paid in full, you can reapply to the PAP by submitting a new enrolment request.

Terms and Conditions for Change of Banking Information:

By signing the Pre-Authorized Payment (PAP) Agreement Banking Change or Cancellation form, I/We confirm all information provided is accurate and have read and understand the Pre-Authorized Payment (PAP) Agreement Banking Change or Cancellation and agree to the terms and conditions.

I/We acknowledge that if a payment does not clear by the bank and returned to the Town of Midland will result in cancellation of the PAP Agreement. Any PAP Agreement which has been cancelled due to dishonoured payment shall revert to the regular installment billing system and subject to penalty and interest charges for any payments not clearing through the bank, an administrative fee will be applied to the account.

I/We acknowledge any outstanding arrears, apart from the regular billing, may result in cancellation of the PAP Agreement. Any PAP Agreement which has been cancelled due to account not up to date shall revert to the regular installment billing system and subject to penalty and interest charges for any arrears an administrative fee will be applied to the account.

I/We acknowledge my Pre-Authorized Payment Agreement will be cancelled by the Town following the first default in payment, an application to re-enroll can be submitted once the account is up to date and paid in full.

I/We acknowledge that the Pre-Authorized Payment Agreement will continue into future years and that I/We may revoke my/our authorization at any time, subject to completing the Pre-Authorized Payment Agreement - Cancellation form and submit to the Town at least 7 business days before the next withdrawal date.

I/We, the Payor(s), authorize the Town of Midland to debit the bank account identified on the VOID cheque or the authorized banking information form, for payment of the selected PAP Agreement payment plan under my/our Town of Midland Property Tax and/or Utility account on applicable withdrawal dates.

Terms and Conditions for Cancellation:

By signing the Pre-Authorized Payment (PAP) Agreement Banking Change or Cancellation form, I/We confirm all information provided is accurate and have read and understand the Pre-Authorized Payment (PAP) Agreement Banking Change or Cancellation and agree to the terms and conditions.

I/We, the Payor(s), authorize the Town of Midland to cancel the Pre-Authorized Payment Agreement from my/our Property Tax and/or Utility account.

Upon cancellation, I/We agree the account will revert to regular installment system and is subject to penalty and interest charges for any arrears as per the due date on the bill.