



TOWN OF HEARST

925 Alexandra Street
Postal Bag 5000
Hearst ON P0L 1N0
Tel: 705-362-4341

Pre-Authorized Payment Plan Form Property Taxes

How to Register?

1. Complete and sign the Pre-Authorized Payment Plan Form.
2. Attach your personal cheque marked "Void" or a Pre-Authorized Debit/Payment Form from your banking institution (forms printed from online banking applications are acceptable).
3. Email the form and void cheque to receivables@hearst.ca, or mail/bring the form and void cheque to **Hearst Town Hall, 925 Alexandra Street, Postal Bag 5000, Hearst ON, P0L 1N0.**

Part 1: Client Information

Name of Property Owner(s):			
Business Name:			
Property Address:			
	<i>Street Address</i>	<i>Town, Province</i>	<i>Postal Code</i>
	<i>Telephone Number</i>	<i>Email Address</i>	
Roll Number:			

Part 2: Payment Options (please select one)

☐	OPTION # 1	12 payments	I (we) authorize the Town of Hearst to withdraw funds from my (our) bank account on the first business day of each month. <i>*In December, you will be notified of the new monthly payment for the following year.</i>
☐	OPTION # 2	8 payments	I (we) authorize the Town of Hearst to withdraw funds from my (our) bank account on the first business day of the months of March, April, May, June, July, August, September, and October.
☐	OPTION # 3	4 payments	I (we) authorize the Town of Hearst to withdraw funds equivalent to the "Amount Due" from my (our) bank account on the due date indicated on each instalment on my tax bill.

Part 3: Terms and Conditions

- This authorization remains valid unless otherwise requested by the customer.
- The customer certifies the information provided is correct and will notify the Town of Hearst of any changes.
- The customer certifies that their bank account is in good standing with sufficient funds to cover pre-authorized payments as they come due.
- Pre-authorized payments will be drawn from Canadian financial institutions in Canadian dollars.

Part 4: Signature(s)

<i>Signature</i>	<i>Signature</i>
<i>Date</i>	<i>Date</i>

Kyrah Richard, Tax Collector and Accounts Receivable Clerk
Telephone: 705-362-4341 (1102)
Email: krichard@hearst.ca