

**MONTHLY PAYMENT PLAN**

|                 |  |
|-----------------|--|
| <b>Category</b> | <input type="checkbox"/> Property Taxes      |
|                 | <input type="checkbox"/> Utilities           |
|                 | <input type="checkbox"/> Accounts Receivable |

|                              |   |  |           |              |  |
|------------------------------|---|--|-----------|--------------|--|
| <b>Applicant Information</b> | Applicant:  |  |           |              |  |
|                              | Address:  |  |           |              |  |
|                              | Town/City:  |  | Province: | Postal Code: |  |
|                              | ☎ P:  |  | ✉ E:      |              |  |
|                              | <b>Please email invoices</b> <input type="checkbox"/> |  |           |              |  |

|                       |  |  |                           |  |
|-----------------------|--|--|---------------------------|--|
| <b>Property Taxes</b> | Property Address:                                  |  |                           |  |
|                       | Tax Roll #:  |  |                           |  |
|                       | Current Levy: \$                                   |  | Divided by 12 months = \$ |  |
|                       | Effective Date:                                    |  |                           |  |
|                       | Payments Plan <input type="checkbox"/> Autopayment |  |                           |  |

|                  |  |  |  |  |
|------------------|--|--|--|--|
| <b>Utilities</b> | Property Address:                                  |  |  |  |
|                  | Utility Account #:                                 |  |  |  |
|                  | Effective Date:                                    |  |  |  |
|                  | Payments Plan <input type="checkbox"/> Autopayment |  |  |  |

|            |                   |  |  |  |
|------------|-------------------|--|--|--|
| <b>A/R</b> | Property Address: |  |  |  |
|            | A/R Account #:    |  |  |  |
|            | Effective Date:   |  |  |  |

Terms and Conditions

1. All accounts must be paid in full prior to the initiation of the Monthly Payment Plan.
2. I (We) understand that this plan is continuous and runs from January to December each year.
3. I (We) authorize the Town of Hinton to withdraw payments on the 15th day of each month using the bank account information provided.
4. The first five monthly withdrawals for property taxes are based on the previous year's tax levy. Tax notices are issued in May. Monthly payment amounts from June to December will be automatically adjusted in accordance with any change in the municipal tax rate. This ensures your tax account is at a zero balance on December 31<sup>st</sup> of each calendar year.
5. A grace period of 30 days will be provided for any payments dishonoured by the Payor's financial institution. Accounts that fail to make up the payment in the 30 day grace period or miss three (3) payments within the tax year will be removed from the monthly payment plan.
6. Any payments that are dishonored by the Payor's financial institution will incur a fee, which will be added to the applicable tax roll and will be due and payable by the Payor.
7. The Payor is responsible to advise the Town, in writing, by the 1st of the month, of any changes required in that month (ie. Payor information, bank account information, cancellation of the Plan, etc).
8. If my monthly payment plan enrollment is cancelled for any reason all outstanding amounts become due and payable and may be subject to retroactive penalties on the actual account balance at the penalty date, ref: Tax Penalty Bylaw 1164
9. Monthly Payment Plan applications are NOT transferrable from one property to another, a new application form must be completed for each property.

***I have read, understand and agree to the Terms & Conditions of the Monthly Payment Plan.***

Applicant Authorization

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

This personal information is being collected under the authority of the Municipal Government Act, RSA 2000, Chapter M-26, and will be used for administering the affairs of the Town of Hinton and for the provision of services. This information is protected by the privacy provisions of the Freedom of Information and Protection of Privacy (FOIP) Act, RSA 2000, Chapter F-25. If you have any questions about the collection of this information, please contact the Town of Hinton FOIP Coordinator at 780-740-8059.