

Township of Frontenac Islands

WOLFE ISLAND OFFICE
PO BOX 130, 1191 ROAD 96
WOLFE ISLAND, ON K0H2Y0
613-385-2216 Fax: 613-385-1032
dplumley@frontenacislands.ca

lhughes@frontenacislands.ca

HOWE ISLAND OFFICE
50 BASELINE RD, R.R. #4
GANANOQUE, ON K7G 2V6
613-544-6348
skerr@frontenacislands.ca



Pre-Authorized Tax Payment Plan Authorization

Name: _____

Property Address: _____

Roll Number(s): _____

Telephone Number: _____

*Start Date: _____

Email Address: _____

Yes, I want to join, I/We, hereby authorize the Township of Frontenac Islands to process a debit, in paper, electronic or other form from my/our account in the following manner:

Initial the Box of the Appropriate Plan

- OPTION #1 Regular Installment Program** – The amount due is withdrawn on a regular due dates. The last business day of March, June, August and October of the current year. To qualify, tax accounts must be paid up to that date.
- OPTION # 2 Monthly Installment Program** – 10 (Ten) monthly payments from January to October to be withdrawn on the last business day of each month. To qualify, tax accounts must be paid up to date.
- OPTION # 3 Budget/ Arrears Program** – Monthly payments in a Pre-authorized amount of \$ _____ to be withdrawn on the last business day of each month.

Signature

Date

Please return with your cheque marked "VOID" a separate authorization is required for each roll number.

*Take note that certain circumstances may cause a delay in implementation, please allow thirty days for the process to be completed.

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Pre-authorized Tax Payment Plan Programs

1. Regular Installment Program

- Interim and Final installments are withdrawn on each regular installment due date (the last business day of March, June, August and October).
- To qualify, tax accounts must be paid up to date.

2. Monthly Installment Program

- 10 (ten) installment payments are to be paid January through October. January through July installment payments are 1/10th of the previous year's levy. August through December installment payments will be adjusted to reflect the change in the current year's total levy.
- To qualify, tax accounts must be paid up to date.
- Payments are withdrawn on the LAST BUSINESS DAY of every month.

3. Budget/Arrears Program

- For taxpayers who have tax arrears.
- Payments are withdrawn on the LAST BUSINESS DAY of every month.
- Payment amounts MUST be pre-approved by the Treasurer

Tax bills issued for supplementary assessments and additional charges will **not** be withdrawn automatically. They must, however, be paid by the due date indicated on those bills or your account will be removed from the pre-authorized program.

To enroll, make changes to your application or withdraw from the plan, your authorization form or written notice must be received by the Township office a minimum of 30 days prior to the next scheduled payment date.

An administrative fee will be applied to your account for payments not cleared by your financial institution. If the payment is not replaced in the specified time, you will be notified that your account has been removed from the pre-authorized program.

How Can You Join?

1. Complete and sign the authorization form attached. A separate authorization is required for each roll number.
2. Attach your blank cheque marked **VOID**
3. Mail or deliver the authorization form along with your **VOID** cheque to the Township of Frontenac Islands at the address above or to: 2069 Battersea Rd., Glenburnie, ON K0H 1S0