

# TAX INSTALLMENT PAYMENT PLAN AGREEMENT

## PRE-AUTHORIZED DEBIT PLAN



**Please complete the Pre-Authorized Debit (PAD) Plan agreement below**

I/We authorize Lacombe County and my/our Financial Institution (or any other financial institution I/we may authorize at any time) to begin deductions as per my/our instructions for monthly regular recurring payments and/or one-time payments from time to time, for payment of all charges arising under my/our Lacombe County tax account(s). Regular monthly payments for the full amount of services delivered will be debited to my/our specific account on the 15th day of each month. Lacombe County will provide 10 days written notice of any changes to the amount of the regular debit. Lacombe County will obtain my/our authorization for any other one-time debit.

This authority is to remain in effect until Lacombe County has received written notification from me/us of its changes or termination. This notification must be received at least ten (10) business days before the next debit is scheduled at the address provided below. I/We may obtain a sample cancellation form, or more information on my/our right to cancel the PAD agreement at my/our financial institution, the Lacombe County Administration office, by visiting [www.lacombecounty.com](http://www.lacombecounty.com) or by visiting [www.payments.ca](http://www.payments.ca).

I/We understand that if a pre-authorized debit is not honoured by my/our financial institution, a service charge of \$25.00 will be applied to my/our tax account. The County may cancel the privilege of continuing on the Plan if two installments fail to be honoured. The unpaid balance of taxes, if any, shall then be subject to the penalty provisions of the Tax Penalty and Payment Bylaw.

I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. For more information on my/our recourse rights, I/we may contact my/our financial institution or visit [www.payments.ca](http://www.payments.ca). Revocation of this agreement does not in any way terminate any other obligations between the Applicant(s) and Lacombe County.

I/We understand that tax payments are the responsibility of the registered landowner. Upon transfer of ownership of the properties described by roll number herein, the tax installment payment plan will be discontinued unless otherwise notified.

I/We warrant that all persons whose signatures are required to sign on the account at my/our financial institution have signed this agreement below.

**PLEASE PRINT**

	Start Date
Name(s)	Tax Roll No(s).
Mailing Address:	
Main Phone	Type Of Service: <input type="radio"/> Personal <input type="radio"/> Business
Email	Business Phone

**PLEASE FILL OUT FINANCIAL INFORMATION AND ATTACH A VOID CHEQUE OR FORM/LETTER FROM FINANCIAL INSTITUTION.**

Financial Institution	Account No.	Transit/Branch No.
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I/We the applicant(s) hereby acknowledge that I/we have read and understand and agree to the terms and conditions as contained herein.

Signature Landowner	Date
Signature Payor (if different)	Date

*The personal information collected through this form is for the registration and administration of services and programs to the subscriber(s) named in this agreement. This collection is authorized by section 4 of the Protection of Privacy Act subsection (c) that information related directly to and is necessary for an operating program or activity of Lacombe County, including a common or integrated program or service. For questions about the collection of personal information, contact Lacombe County's Privacy Coordinator at: 403-782-6601.*

Lacombe County  
RR3

Lacombe AB, T4L 2N3

Ph: 403-782-6601 | Fax: 403-782-3820

Email: [info@lacombecounty.com](mailto:info@lacombecounty.com)

## TERMS AND CONDITIONS

1. I/We hereby authorize Payee, in accordance with the terms of my/our account agreement with Processing Institution, to debit or cause to be debited the Account for the purposes indicated in the "Payment Type" section on page 1 of this Agreement.
2. Particulars of the Account that Payee is authorized to debit are indicated in the "Payment Details" section on page 1 of this Agreement. A specimen cheque, if available for the Account, has been marked "VOID" and attached to this Authorization.
3. I/We undertake to inform the Payee, in writing, of any change in the Account information provided in this Authorization prior to the next due date of the PAD.
4. This Authorization is continuing but may be cancelled at any time upon notice being provided by me/us, either in writing or orally, with proper authorization to verify our identity within the specified number of days before the next PAD is to be issued as noted on Page 1, Cancel Payment section. I/We acknowledge that I/we can obtain a sample cancellation form or further information on my/our right to cancel this Acknowledgement from Processing Institution or by visiting [www.payments.ca](http://www.payments.ca). I/We acknowledge that if I/we wish to cancel this Authorization or if I/we have any questions or need further information with respect to a PAD, I/we can contact the Payee at the telephone number or address set out in the Agreement.
5. Revocation of this Authorization does not terminate any contract for goods or services that exists between me/us and Payee. This Authorization applies only to the method of payment and does not otherwise have any bearing on the contract for goods or services exchanged.
6. I/We acknowledge that provision and delivery of this Authorization to Payee constitutes delivery by me/us to Processing Institution. Any delivery of this Authorization to Payee constitutes delivery by the Payor.
7. If this Authorization is for fixed or variable amount business, personal or funds transfer PADs recurring at set intervals, unless I/we have waived any and all requirements for pre-notification of debiting in the "Waiver of Pre-Notification" section on page 1 of this Agreement, or unless the change in the amount of any such PAD will occur as a result of my/our direct action (such as, but not limited to, telephone instructions or other remote measures), I/we acknowledge I/we will receive:
  - (a) With respect to fixed amount business or personal PADs, written notice from the Payee of the amount to be debited and the due date(s) of debiting, at least 10 calendar days before the due date of the first PAD, and such notice will be received every time there is a change in the amount or the payment date(s); or
  - (b) with respect to variable amount business or personal PADs, written notice from the Payee of the amount to be debited and the due date(s) of debiting, at least 10 calendar days before the due date of every PAD; or
  - (c) with respect to business, personal or funds transfer PADs, at least 10 calendar days written notice from the Payee of any change in the amount of the PAD which results from a change in any applicable tax rate, a top-up or other adjustment. No pre-notification will be given if the amount of the PAD decreases as a result of a reduction in municipal, provincial or federal tax.
8. If this Authorization provides for PADs with sporadic frequency, I/we understand that the Payee is required to obtain an authorization from me/us for each and every PAD prior to the PAD being exchanged and cleared. I/We agree that a password or security code or other signature equivalent will be issued and will constitute valid authorization for the Processing Institution to debit the Account.
9. I/We acknowledge that Processing Institution is not required to verify that a PAD has been issued in accordance with the particulars of this Authorization, including, but not limited to, the amount.
10. I/We acknowledge that Processing Institution is not required to verify that any purpose of payment for which the PAD was issued has been fulfilled by Payee as a condition to honoring a PAD issued or caused to be issued by Payee on the Account.
11. I/We acknowledge that, if this Authorization is for personal or business PADs or for funds transfer PADs that have recourse through the clearing system, a PAD may be disputed but only under the following conditions:
  - (a) the PAD was not drawn in accordance with this Authorization;
  - (b) this Authorization was revoked; or
  - (c) pre-notification was required and was not received. I/ We further acknowledge that in order to be reimbursed, a declaration to the effect that either a, b, or c took place must be completed and presented to the branch of Processing Institution holding the Account on or before the 90<sup>th</sup> calendar day in the case of a personal PAD or a funds transfer PAD that has recourse through the clearing system or in the case of a business PAD, on or before the 10<sup>th</sup> business day, in each case after the date on which the PAD in dispute was posted to the Account.
12. I/We acknowledge that any claim made after the periods set out above must be resolved solely between me/us and the Payee and there is no entitlement to reimbursement from the Processing Institution.
13. I/We acknowledge and agree that if this Authorization is for funds transfer PADs and the Payee does not provide recourse through the clearing system, then no recourse will be provided through the clearing system (that is, I/we will not receive automatic reimbursement in the event of a dispute) and I/we must seek reimbursement or recourse from the Payee in the event a PAD is erroneously charged to the Account.
14. Unless this Authorization is for a funds transfer PAD that does not have recourse through the clearing system. I/we acknowledge that I/we have certain recourse rights if a debit does not comply with this Authorization. For example, I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with this Authorization. To obtain more information on my/our recourse rights I can contact Processing Institution or visit [www.payments.ca](http://www.payments.ca).
15. I/We acknowledge that I/we understand that I/we are participating in a PAD plan established by Payee and I/ we accept participation in the PAD plan upon the terms and conditions set out herein.
16. I/We consent to the disclosure of any personal information that may be contained in this Authorization to the financial institution that holds the account of the Payee to be credited with the PAD to the extent that such disclosure of personal information is directly related to and necessary for the proper application of Rule H1 of the Rules of the Canadian Payments Association.

Pre-notification may be given in writing or in any form of representing or reproducing words in visible form, which, if I/we have provide an email address to the Payee, includes an electronic document. The amount of pre-notification provided will change when there is a change in the pre-notification requirement contained in the CPA Rules.

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