

# INSTALLMENT : Pre-authorized Tax Payment Plan

Office of the City Treasurer  
 P. O. Box 520, City Hall  
 St. Thomas, On. N5P 3V7



Email [propertytax@stthomas.ca](mailto:propertytax@stthomas.ca)  
 Telephone (519) 631-1680 ext 4400  
 Fax (519) 633-9019

**NAME:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**Note:** There are four withdrawals on the **last business day** of February, April, July and October (regular installment due dates) and there are **no service fees** for this plan. **This plan does not cover supplementary billings. All arrears must be paid in full prior to implementation.**

We hereby authorize my/our financial institution to debit my/our account indicated below (or attached) for all property taxes payable for Municipal and Educational purposes.

XXXX XXXX <b>---VOID---</b> See attached VOID cheque.
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ACCOUNT CHANGE ONLY (check box)

This authorization may be cancelled at any time upon written notice by the undersigned.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_

**\*Please fill out and return the attached Email Consent Form if providing your email address for future communications regarding property taxes\***

<b>FOR OFFICE USE ONLY</b>													
	First Withdrawal :												
	Commencing :												
	Account Number :												
Roll Number:				-				-					

## PROPERTY TAX CONSENT FORM

The City of St Thomas offers residents the opportunity to receive tax bills by email, rather than regular mail. Please fill out this consent form, sign, and return by email to: [propertytax@stthomas.ca](mailto:propertytax@stthomas.ca).

The City of St Thomas will use reasonable means to protect the security and confidentiality of email information sent and received. However, because of the risks associated with email communication, the municipality cannot guarantee the security and confidentiality of email communication and will not be liable for improper disclosure of confidential information. For this reason, the customer must consent to the use of email for delivery of municipal notices.

Consent to the use of email for the delivery of municipal notices includes agreement with the following:

1. Failure to receive an emailed municipal notice does not release me from my responsibility to pay any charges specified on the notice, or any penalties which may be incurred by late payment.
2. I will inform the City of St Thomas of any change in my email address as soon as possible, to prevent the misdirection of notices and reduce the risk of my not receiving a notice.
3. I may withdraw from email delivery at any time. To do so I will inform the City of St Thomas, and all notices which were previously emailed to me will be sent by regular mail.

### CUSTOMER ACKNOWLEDGEMENT AND CONSENT

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Roll Number(s) \_\_\_\_\_

*I acknowledge that I have read and fully understand this document, and consent to the delivery of property tax bills and municipal notices from the City of St Thomas to me by email.*

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_