City of Welland
Finance Division
60 East Main Street, Welland, ON L3B 3X4
Phone: 905-735-1700 | **Fax:** 905-732-1919
Email: tax@welland.ca | www.welland.ca

Pre-Authorized Tax Payment Program

Benefits

Payments deducted from your account automatically … No postage or line ups!	**Choose either regular Tax installments or 11 monthly payments… Easier to Budget!!**	**Payments always on time … Avoid late payment charges!**

HOW TO ENROLL:
Complete this form and submit, along with a void cheque to:
City of Welland Civic Centre, Finance Division, 60 East Main St., Welland, ON L3B 3X4 ~OR~ Email to tax@welland.ca

OPTION 1 – Installment Plan ☐ **Property Type:** ☐ **Residential**
OPTION 2 – 11 Times per Year ☐ ☐ **Non-Residential**

Start Date of Plan:	

Tax Roll #:		**Property Location:**	
Billing Name(s):			
Mailing Address:		**City:**	
Province/State:		**Postal/ZIP Code:**	
Phone (primary):		**Phone (alternate):**	

☐ I/We authorize my/our bank to draw and issue payments, as indicated in the selected option above, payable to the City of Welland for payment of Property Taxes. For a joint account, if more than one signature is required on cheques issued against the account, all depositors must sign.

Signature 1:		**Date:**	
Signature 2:		**Date:**	

☐ **Void Cheque or Pre-Authorized Debit Form Enclosed**

How it Works

OPTION 1
Payments are withdrawn coinciding with regular tax due dates as approved by Council.
OPTION 2
Payments are withdrawn on the last banking day of each month from January to November.

1. Complete and return this form along with a void cheque, or pre-authorized debit form from your bank, to the address shown on the form. For joint accounts, all depositors must sign the authorization form if more than one signature is required on cheques.
2. Eligibility:
   a) All accounts are eligible, provided they are up to 1 year in arrears.
   b) Pre-authorization form must be received by the Finance Division **before the 15th day of the month** for processing.
3. If Option 2 is chosen, in December you will receive a notice advising of the amount that will be deducted from your account on the last banking day of each month commencing in January.
4. Your final tax bill will indicate the amount to be deducted for the balance of the year. This amount will be based on the actual tax rate minus the payments made to date.

HOW TO WITHDRAW:
To withdraw from this plan and revert back to the installment system, provide 30 days written notice to the City of Welland, Finance Division, or by email to: tax@welland.ca
FOR INFORMATION:
For more information please contact the Finance Division at 905-735-1700, or visit www.welland.ca

Penalties

If any payment does not clear your bank account, a charge of $40.00 will be added to your account. The City may cancel continuation of this plan for two years upon any default of payment, but if any default continues for thirty days or two defaults occur in any 12 (twelve) month period, cancellation shall be automatic. You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD agreement. To obtain more information on your recourse rights, you may contact your financial institution or visit www.payments.ca