



TOWN OF  
**HIGH LEVEL**

10511 – 103 Street  
High Level, AB  
T0H 1Z0  
Ph: 780-926-2201  
Fax: 780-926-2899

# Pre-Authorized Tax Payment Plan

## Application Form

The Pre-Authorized Tax Payment Plan is an easy way to make your Town of High Level property tax payments. The completed and signed form, along with a void cheque or Pre-Authorized Debit (PAD) form, can be e-mailed to [taxes@highlevel.ca](mailto:taxes@highlevel.ca) or dropped off at the Town Hall. Should you have any questions, please contact the Finance Coordinator at 780-821-4006.

### Customer Information

<b>Property Owner Name</b>	<b>Tax Roll Number</b>
<b>Street Address</b>	<b>Mailing Address (If different from Street Address)</b>
Address: City/Town: Province: Postal Code:	Address: City/Town: Province: Postal Code:
<b>Phone Number</b>	<b>Email Address</b>
Primary: Secondary:	

**Void cheque attached** – name(s) on cheque must match bank account holder(s) name(s) as indicated above. If a void cheque is not available, please provide a Pre-Authorized Debit (PAD) form from your financial institution.

I/we \_\_\_\_\_ hereby authorize the Town of High Level to debit my/our bank  
(BANK ACCOUNT HOLDER(S) NAME(S))  
account on the  15th or  LAST (SELECT ONE) day of each month for payments payable to the Town of High Level in respect to the above-mentioned Tax Roll Number.

<b>Authorized Signature for Bank Account</b>	<b>Authorized Signature for Bank Account (second signatory, if applicable)</b>

<b>Office Use Only</b>	
<b>Pre-Calculated Monthly Tax Payment</b> (Ex. Start date: June 1 <sup>st</sup> , Total Property Tax = \$2611 Payment = \$2611/7 months = \$373/month)	

**PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS**



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### Pre Authorized Tax Payment Plan Terms and Conditions

1. Any person who owns or leases property within the Town of High Level may elect to enter into a Pre-Authorized Tax Payment Plan ("Payment Plan") with the Town for current year taxes.
2. The applicant's property tax account must be **current** (i.e. no past due balance or arrears).
3. The payments shall be monthly instalments calculated so that the cumulative payments will pay, in full, the outstanding balance of the property taxes by the end of the calendar year. Withdrawals may be made on the **15<sup>th</sup> or last day** of each month at the option of the property owner.
4. The Town may recalculate the payment at any time and shall advise the property owner, in writing, of any change in the amount of the payment to be made.
5. Applications received after the property tax due date will not take effect until the following year.
6. The Payment Plan is no longer in good standing if the EFT Process fails in any two (2) months of the calendar year or if the property owner fails to pay a service charged imposed by the Town. The Town may cancel a property owner's enrolment in the Payment Plan if it is no longer in good standing.
7. Unless enrolment in the Payment Plan is cancelled by the Town, payments will continue to be taken through the EFT Process unless and until the property owner notifies the Town, in writing, that the Payment Plan should be terminated. In such case, the Payment Plan will be terminated fourteen (14) days after the Town receives the written notice.
8. No penalties will be applied to the property owner's outstanding current balance if this Payment Plan is in place.
9. If the instalment agreement is cancelled, all property taxes owing will be deemed due **immediately** and will become subject to all penalties in accordance with the Tax Penalty Bylaw.
10. The property owner will be charged a Not Sufficient Funds (NSF) service charge to be paid to the Town, in an amount set by the annual Fees Bylaw, every time the EFT Process fails.

Personal information on this form is collected in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be solely used for the stated purpose. If you have any questions about the collection, use, or disclosure of this information, please contact the Municipal Clerk at 780-821-4008.