



TOWN OF BOWDEN
Monthly Tax Payment Plan
(CONFIDENTIAL)

Please bring this form to the Town Office to process the Payment Plan Application - Office Hours 8am to 4pm.

GENERAL INFORMATION

Property Roll No.		Lot	Block	Plan
Property Address				
Property Owner's Full Name (in capitals)				
Residential Phone	Cell Phone	Business Phone		
Current Tax Levy	Monthly Payment (Levy divided by 12)	Date of First Payment		

BANK ACCOUNT INFORMATION please attach a "VOID" cheque or a Pre-Authorized Debit (PAD) Form

Name and Location of Financial Institution		
Branch No.	Institution No.	Account No.

TERMS AND CONDITIONS

I, the undersigned, owner of the property listed above, agree to the following:

1. I hereby authorize the Town of Bowden to debit my bank account on the 15th day of each month, starting on the month specified above, (Date of First Payment) for the payment of Municipal property taxes for the property listed above
2. The Taxation & Property Assessment Notice, mailed to property owners, states the total amount due each calendar year.
3. I will notify the Town of Bowden immediately of any changes to my bank account detail to ensure that payments under this Payment Plan are not rejected
4. Payments dishonoured by the bank are subject to a service charge (as stated in the Rate & Fees Bylaw). After two dishonoured payments, the Town of Bowden reserves the right to cancel this Payment Plan. Any tax arrears that arise as result of dishonoured payments will be subject to any applicable tax penalties pursuant to the Rates & Fees Bylaw.
5. No discounts will be granted for the pre-payments made in months January to June. No tax penalties will be levied whilst this Payment Plan is in effect.
6. Monthly payments will be adjusted in January and July each year based on the current year tax levy, to adjust the outstanding balance to zero by 31 December.
7. If the December tax balance is higher than the last 1/2 year adjusted payment amount, the 15 December payment will be automatically adjusted to adjust the tax account to a zero balance.
8. Payments automatically continue year to year until notification to cancel the Plan is received by the Town.
9. This Payment Plan is an agreement between the Property Owner and the Town of Bowden and is not transferrable to the new owner in the event the property is sold.
10. The Property Owner must notify the Town when the property is sold and arrange for cancellation of the Payment Plan.
11. The Payment Plan can be cancelled at any time by providing written notice to the Town. If the cancellation occurs after 30, June, all tax arrears must be paid in full. If applicable Tax penalties will be applied, pursuant to the Rates & Fees Bylaw.

 Authorized Signature(s)

 Date

The personal information requested on this form is being collected to process your application and is governed by the Freedom of Information & Protection of Privacy Act (FOIPPA). If you have any questions with respect to the collection or release of this information, please contact the Chief Financial Officer (cfo@bowden.ca).