



Box 249 St. Brieux, Saskatchewan S0K 3V0  
 Phone: (306) 275-2257  
 Fax: (306) 275-4949  
 E-mail: brieux@sasktel.net

**PROPERTY TAX**  
**PRE-AUTHORIZED PAYMENT FORM**

NEW

CHANGE

**Customer Information**

<b>Customer Last Name:</b>	<b>Customer First Name:</b>
<b>Street Address:</b>	<b>Roll Number:</b>
<b>Mailing Address:</b>	<b>Phone Number:</b>

**Payment Information**

<b>Financial Institution Name:</b>		
<b>Account Number:</b>		
<b>Institution Route:</b>	<b>Transit:</b>	<b>Monthly Debit Amount:</b>
<b>Frequency:</b>	Scheduled: 6 <sup>th</sup> day of month	<b>First Withdrawal Date:</b>

I (We) hereby authorize the Town of St. Brieux to debit my (our) account as outlined in this agreement.  
 I (We) agree to waive any legislative or regulatory requirements for pre-notification.  
 This agreement will remain in effect until The Town of St. Brieux receives written notice from customer to modify or cancel.

\_\_\_\_\_  
 Signature of Customer

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Customer

\_\_\_\_\_  
 Date

**Cancellation**

Please sign below to authorize the cancellation of this agreement.

<b>Signature of Customer:</b>	<b>Date:</b>
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<b>Office Use Only:</b>			
<b>Action:</b>	ADD	CHANGE	CANCEL
<b>Originator</b>	Taxes	<b>Banking Info Entered</b>	Y
<b>Employee Signature:</b>	<b>Date Completed:</b>		

See Reverse for Terms and Conditions

## Terms and Conditions - Pre-Authorized Debit

### General Terms and Conditions

1. **Cancellation** – This PAD Agreement may be cancelled by signing the Cancellation section of this agreement or by provided written notice to the Town of St. Brieux at least seven (7) business days before the next scheduled PAD withdrawal by mail, fax, or by email to [brieux@sasktel.net](mailto:brieux@sasktel.net) . For more information on your right to cancel a PAD Agreement you may contact your financial institution.
2. **Contract for service/goods** - Revocation of this agreement or authorization does not terminate any contract for goods or service that exists between the town and Payor(s). This authorization only applies to the method of payment, and does not otherwise have any bearing on the contract for service or account of the Payor(s).
3. **Changes**- It is the Payor's responsibility to notify the Town of St. Brieux in writing of any changes to the banking information that your payment is to be debited from, within the same time frame as a cancellation (seven (7) business days before the next scheduled PAD).
4. **Agreement**- You the Payor(s) have certain rights if any debit does not comply with these terms. For example, you have the right to receive a reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain more information on your recourse rights, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).
5. **Dishonoured Payments**: The dishonoured payment must be replaced with cash, money order, certified cheque or bank draft including Interac payment at the Town Office during regular business hours and will be subject to service charges as per the Town's NSF Policy.
6. **Funds**: All funds are in Canadian dollars.

### Specific Terms and Conditions for Corporate Billings, Accounts Receivable- Credit & Collection Department PADs

1. **Monthly PAD** is a set pre-authorized debit amount as set out in your PAD Agreement. Your PAD monthly withdrawal amount will not be automatically adjusted to reflect the current year's charges/rates. This means your payments for taxes will not change once the taxes are levied for the year. To ensure your taxes are paid in full before the year end, you will need to update your monthly payment amount.
2. **To avoid penalties**: Payments must be made by the DUE DATE and you must pay any outstanding balance on your account by the due date.
3. **Interest**: Interest will be calculated on all past due accounts regardless of if a PAD is in place. Interest is generated at 2% monthly for accounts receivable and utilities and 10% each January 1<sup>st</sup> for property taxes.
4. Maximum annual prepayments are based on the previous year's net billings. Minimum monthly prepayments allowed for PAD are \$25.00 per month.
5. **Dishonoured Payments**: Dishonoured PADs may be terminated by the Town after one payment is dishonoured by the customer's financial institution. Customer MUST re-apply in writing to start the PAD deductions again if terminated.

**Please retain these Terms and Conditions for your records.**

**For more information regarding Pre-Authorized Debit, contact the Town of St. Brieux at:**

Town of St. Brieux  
101 Main Street  
Box 249, St. Brieux, SK S0K 3V0  
Tel: 306-275-2257  
Fax: 306-275-4949  
[brieux@sasktel.net](mailto:brieux@sasktel.net)