



**PRE-AUTHORIZATION DEBITS (PADs) Rule H1
Payor's PAD Agreement – Mandatory and Supplementary Elements
Personal Pre-Authorized Debit (PAD) Agreement for Property Taxes**

1. Customer Information (Please print clearly)

Tax Roll Number

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 Civic Address: _____

Name: _____
Mailing Address: _____
City: _____ Province: _____ Postal Code: _____
Telephone Number: _____

2. Bank Account Information

Transit Number: _____ Institution Number: _____ Account Number: _____
5 Digits 3 Digits
Financial Institution Name: _____
Address: _____

3. Pre-Authorized Debit (PAD) Details

I/we authorize the Town of McLennan to debit the bank account identified above for the amount of \$_____ monthly on the (____) 15th of each month or (____) Last day of the month for my Town of McLennan property taxes. Your monthly payment amount will be indicated on your annual Town of McLennan Taxation Notice that is mailed to every property owner annually at the end of May or by June 1st at the latest. The payment indicated on your annual property taxation notice will take effect in July.

This authority is to remain in effect until the Town of McLennan has received written notification from me/us of its change or termination. This notification must be received at least (10) business days before the next debit is scheduled at the address provided below. I/we may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnpay.ca.

I/we 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, contact your financial institution or visit www.cdnpay.ca.

When the form is complete, mail or fax to: Town of McLennan
Box 356
McLennan, AB T0H 2L0
Phone: (780)324-3065 Fax: (780)324-2288
Email: twmcl2@serbemet.com

Date Authorized Signature

Date Authorized Signature

The personal information contained on this form is collected under the authority of the Municipal Government Act, Section 340(1), and will be used for the purpose of property tax collection. If you have any questions please call the office.