



CHANGE IN PRE-AUTHORIZED PAYMENT PLAN

It is your responsibility to notify the Township of Adelaide Metcalfe of any changes to your pre-authorized payment plan. If you do not notify us, we may continue to take the payment out of your account on the 20th day of each month or on the due date (whichever is applicable) from the account we have on file. You must notify us by the 5th of the month in order to ensure cancellation/change by the next withdrawal date.

Change to PAP Requested:

- Change Banking Information (please attach void cheque)
- Cancel Pre-Authorized Payments

Name: _____

Address: _____

Phone: _____ Email: _____

Roll:39-46 _____

Bank: _____ Branch: _____

Account No.: _____

Effective Date: _____

I/we wish to notify the Township of Adelaide Metcalfe to change or terminate the pre-authorization payment arrangements prior to the next scheduled withdrawal date.

Signature: _____

Date: _____

Submit this form to:

Township of Adelaide Metcalfe
2340 Egremont Dr., Strathroy, ON N7G 3H6
T: (519) 247-3687 • F: (519) 247-3411 • E: Taxes@adelaidemetcalfe.on.ca

For office use only:

Bill	Process Date	Effective Date	Note
Tax			