



28 Westland Drive  
Mitchell, MB R5G 2N9  
204-326-4488

**APPLICATION / CHANGE / CANCELLATION OF  
PRE-AUTHORIZED DEBIT PLAN (PADP)**

1. Complete all sections on page 1, sign once completed
2. Read the terms and conditions on page 2, initial once completed
3. Submit the completed form with a blank cheque marked "VOID"
4. Once the application has been received, the RM of Hanover will provide you with a letter stating the amount that will be **withdrawn on the 15<sup>th</sup> of the month** following submission of this form

If you have any questions, please call **(204) 346-7124** or e-mail **taxes@hanovermb.ca**

**Purpose of Payment:** Tax Installment Plan and/or Quarterly/Annual Utility Payments

**Application Type:** ☐ **New Account** Start Date: \_\_\_\_\_  
☐ **Change in Banking** Effective Date: \_\_\_\_\_  
☐ **Cancel Payments** Cancel Date: \_\_\_\_\_  
☐ **Utilities Only** Start Date: \_\_\_\_\_

Property Owner(s) Name: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ Alt. Ph #: (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

**Please include all of the numbers of the account:**

*(Note: If you are a utility customer for the RM of Hanover in the following towns: Kleeefeld, Grunthal, New Bothwell, Mitchell, or Blumenort, you are required to enroll both tax and utility payments for that property under this program)*

**Tax Roll Number:** \_\_\_\_\_ . \_\_\_\_\_

**Utility Account Number (if applicable):** \_\_\_\_\_ . \_\_\_\_\_

- ☐ I agree to allow the RM of Hanover to calculate the necessary monthly withdrawal from my account  
☐ I have read the terms and conditions and initialed (page 2 of 2)  
☐ I have attached a "VOID" Cheque

Owner 1: \_\_\_\_\_

Owner 2: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

If a second signature is required on the withdrawal account, please have them fill out the owner 2 section.

**\* ALL ACCOUNT OWNERS REQUIRED TO INITIAL ON REVERSE \***

## Terms and Conditions for Pre-Authorized Debit Plan ("PADP") Agreement

1. In this Agreement, "I", "me", and "my" refer to each Account Holder who accepts these terms.
2. I agree to the Rural Municipality of Hanover and any successor debiting my account indicated on the form for Property Tax or Utility purposes and I authorize the RM of Hanover to draw a debit in paper, electronic or other form, including any top-ups or adjustments, for the purpose of making payment for the Property Taxes and/or Utility Bills, on my Account at the financial institution indicated on the form ("The Financial Institution") and I authorize the Financial Institution to honour and pay such debits. This Agreement and my authorization are provided for the benefit of the Payee and my Financial Institution and are provided in consideration of my Financial Institution agreeing to process debits against my Account in accordance with the Rules of the Canadian Payments Association. I agree that any direction I may provide to draw a Personal PAD, and any Personal PAD drawn in accordance with this Agreement, shall be binding on me as if signed by me, and, in the case of paper debits, as if they were cheques signed by me.
3. If the amount that I am required to pay under my agreement with the Payee changes, this authorization will continue to apply. I may revoke authorization at any time, subject to privileging notice to the RM: this authority is to remain in effect at least 10 days before the next debit is scheduled. I may obtain a sample PAD cancellation form or more information on my right to cancel a PAD Agreement at the RM of Hanover office. This authorization applies only to the method of payment and I agree that cancellation of this authorization does not terminate or otherwise have any effect on any contract that exists between me and the RM.
4. I agree that the Rural Municipality of Hanover is not required to verify that any Personal PAD has been drawn in accordance with this Agreement, including the amount, frequency and fulfilment of any purpose of any PAD.
5. I agree that delivery of this Agreement to the Payee constitutes delivery by me to the Rural Municipality of Hanover. I agree that the Payee may deliver this agreement to the Payee's financial institution and agree to the disclosure of any personal information which may be contained in this Agreement to such financial institution.
6. I certify that all information provided with respect to the Account is accurate and I agree to inform the Payee, in writing, of any change in the Account information provided in this Agreement at least 10 Business days prior to the next due date of a Personal PAD. In the event of any such change, this Agreement shall continue in respect of any new account to be used for personal PADs. In the case that I fail to notify the RM of Hanover to stop PADs when a property changes ownership, payments can be refunded by coming into the RM office with proof of sale date at a fee of \$50 per month.
7. I warrant and guarantee that all persons whose signatures are required to sign on the Account have signed this agreement below. In addition I warrant and guarantee, where applicable, that I have the authority to electronically agree to commit to this agreement by secure electronic signature and that my secure electronic signature conforms to the requirements of Rule H1.
8. I have full responsibility to complete this form along with the payee. I acknowledge that the RM of Hanover has no responsibility to complete this form, and understand that this pre-authorized debit form may not be processed by the payee or the payee's financial institution if all sections are not completed correctly.
9. You will receive Annual Tax Statements and Quarterly Utility Bills (if applicable) as normal as well as a letter when amounts to be withdrawn change.
10. If you are a quarterly utility customer for the RM (Kleefeld or Grunthal), you are required to enroll both tax and utility payments for that property under this program. Quarterly utility customers will still receive the utility invoice stating the amount due. The amount due will be withdrawn on the 15<sup>th</sup> of the month when the bill is due. Example: Quarter 1 bill is due in April. In April, you will see two withdrawals, one in the tax amount and one for the utility amount due.
11. If you are an annual utility customer for the RM (Blumenort, Mitchell or New Bothwell), you are required to enroll both tax and utility payments for that property under this program. Annual utility customers will still receive the utility invoice stating the amount due. The amount due will be withdrawn on the 15<sup>th</sup> of the month when the bill is due. Example: Annual Utility bill is due in October. In October, you will see two withdrawals, one in the tax amount and one for the utility amount due.
12. In order to enroll in the program you are required to have no arrears balance in your tax account and/or utility account.
13. I acknowledge the right of the Rural Municipality of Hanover to cancel my participation in the tax payment plan if withdrawals are not honoured by the participant's financial institution and are subject to an NSF charge of \$25.00. Unpaid taxes as of the date of termination of participation in the plan are subject to penalties as per the tax by-law.

I accept the Terms and Conditions of this agreement; \_\_\_\_\_  
(Initials)