



<b>OFFICE USE ONLY</b>	
<b>Account Paid in Full:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date Processed:</b>	
<b>Processed by:</b>	

Municipality of the County of Inverness  
Application for Pre-Authorized Payment Form

Applicant Information	
Name:	
Mailing Address:	
Telephone:	
Email:	

Banking Information		
Bank Name:		
Bank Code:	Transit No:	Bank Account No:

The Municipality offers two Pre-Authorized Payment options (Please check appropriate box):

**Option 1: Tax Due Date Option** - This program allows the customer to pay their taxes on the due dates each year by signing an agreement to withdraw the actual amount of the Annual Tax Bill. The tax account must be a zero balance prior to selecting this option. The due date is the last Friday in August of each year.

**Option 2: Monthly Withdrawal** - This program is a substitute for post-dated cheques. To assist in budgeting; this program can be used to make regular monthly payments on your accounts. The Municipality will withdraw the money on the last day of each month. The amount will be automatically transferred from your Canadian financial institution to your account with us. You will receive your regular billings to maintain your payment records. (\*\*Please note that with Option 2, interest will be charged on outstanding property tax balances at a rate of 1 % (12%) annually.)

Municipal Account Information	
<input type="checkbox"/> Property Tax Pre-Authorized Payment <input type="checkbox"/> Water Utility Pre-Authorized Payment	
Account Number:	
Name on Account:	
Monthly Payment if Option 2 Chosen:	

I/We hereby authorize the Municipality of the County of Inverness and the financial institution indicated above to release funds for payment of property tax/water utility billings on the above noted accounts for the pre-authorized payment option noted above. This will remain in effect until revoked in writing.

\_\_\_\_\_  
Authorized Signature

**Please return application by mail: Municipality of the County of Inverness, PO Box 179, Port Hood, NS B0E 2W0 or in person: 375 Main Street, Port Hood, NS or by email: whitney.macdonald@invernesscounty.ca.**

Phone: (902) 787-3505  
375 Main Street, PO Box 179 Port Hood, NS B0E 2W0  
[www.invernesscounty.ca](http://www.invernesscounty.ca)