



**MONTHLY TAX PAYMENT PLAN CHANGE REQUEST**  
**CHANGE OF WITHDRAWAL DATE**

Requests to change banking information must be received a minimum of ten (10) business days before the next scheduled payment.

<i>Tax Roll Number:</i>	<i>Month change is to take effect:</i>
<i>Name:</i>	
<i>Property Address:</i>	<i>Phone No.:</i>
<b>CURRENT Direct Debit Date</b> <b>NEW Direct Debit Date:</b>	
<i>Please note that dates for preauthorized debits are the 1<sup>st</sup> or the 15<sup>th</sup> of each month.</i>	

***New Preauthorized Debit Information:***

***(Please complete attached PAD application and provide a VOID Cheque)***

*Please make the amendments as noted above and as per the attached PAD agreement to my / our original monthly tax installment plan application.*

***Signature(s):***

***Date:***

**FOR OFFICE USE ONLY:**

Attach "MONTHLY TAX INSTALLMENT PLAN CHANGE REQUEST:" form, NEW PAD AGREEMENT and VOID cheque, if provided, to the original "APPLICATION TO PAY TAXES BY MONTHLY INSTALLMENTS"