

# Want to pay your bills on time - and **save** even more time and money?



## Pay your Town of Oxbow bills the hassle-free way.

With our Pre-authorized Payment option, your payment is made automatically on the payment due date and you don't even have to sign the cheque.

### \* **Save Money**

Forget about buying stamps or incurring late payment charges.



### \* **Save Time**

Forget about writing cheques or making trips to the bank or post office to pay your bills.

### \* **Save Worry**

Forget about cheques that get delayed in the mail or about missing your payment due date.

### Instructions:

1. Download the form to your computer
2. If completing by hand, please use pen and print clearly. OR
3. Open the form in Adobe Reader ,(*\*If you are having troubles opening the form you may need to download or upgrade your version of Adobe Reader. Please visit <https://www.adobe.com/ca/acrobat/pdf-reader.html> to download a free version*),and click the Fill and Sign icon, located on the right pane. 
4. to the signature box.
5. Once the document is filled out with **ALL** the required information click the Sign Yourself button, located at the top of the screen  and select Add Signature. Type your name and click apply. Then drag the signature to the signature box.



6. Once the form is completed and signed please email, fax, mail or drop off the form at the Town Office.

Town of Oxbow  
307 Main Street, P.O Box 149  
Oxbow, Saskatchewan S0C 2B0  
Email: [reception@oxbow.ca](mailto:reception@oxbow.ca)  
Fax: (306) 483-2300

**Office Hours are 8:30 - 4:30pm Monday - Friday (Please note the office is closed from 12-1pm daily)**



# Town of Oxbow Property Tax Pre-Authorization Payment Plan

## Financial Information

Financial Institution Name:

Financial Institution Branch Address:



Transit #

Institution #

Account #

## Pre-Authorized Payment Authorization

You, the Payor, authorize the TOWN OF OXBOW to debit the bank account identified above in the amount of \_\_\_\_\_ for **property taxes** on the 1st or 15th of **EVERY** month or the next business day.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Joint First Name: \_\_\_\_\_ Joint Last Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Check here to receive your bills electronically**

Signature of Payor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Joint Payor: \_\_\_\_\_ Date: \_\_\_\_\_

\*You 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](http://www.cdnpay.ca)

# TOWN OF OXBOW

## PRE-AUTHORIZED PAYMENT AUTHORIZATION - TERMS & CONDITIONS

I (We) acknowledge that this Authorization is provided for the benefit of the Payee and TOWN OF OXBOW and is provided in consideration of the TOWN OF OXBOW agreeing to process debits against my account in accordance with the Rules of the Canadian Payments Association.

I (We) warrant and guarantee that all persons whose signatures are required to sign on this account have signed this agreement.

I (We) hereby authorize the TOWN OF OXBOW to draw on My (Our) bank account number provided, for the following purpose, to pay for services provided by the TOWN OF OXBOW.

This authorization may be cancelled at any time upon notice. I (We) acknowledge that, in order to revoke this authorization, I (We) must provide notice of revocation to the TOWN OF OXBOW 15 days prior to the desired date of revocation.

I (We) acknowledge that provision and delivery of this authorization to the TOWN OF OXBOW constitutes delivery by the TOWN OF OXBOW to RBC. Any delivery of this authorization to you constitutes delivery by you.

I (We) undertake to inform the TOWN OF OXBOW, in writing, of any change in the account information provided in this authorization prior to the next due date of the PAD.

The account that the TOWN OF OXBOW is authorized to draw upon is indicated in the accompanying authorization. A specimen cheque for this account has been marked and included hereto.

I (We) acknowledge that RBC is not required to verify that a PAD has been issued in accordance with the particulars of the Payor's Authorization including, but not limited to, the amount.

I (We) acknowledge that RBC is not required to verify that any purpose of payment for which the PAD was issued has been fulfilled by the TOWN OF OXBOW as a condition to honoring a PAD issued or caused to be issued by the TOWN OF OXBOW on My (Our) account.

Revocation of this authorization does not terminate any contract for goods or services that exists between Me (Us) and the TOWN OF OXBOW. The Payor's Authorization applies only to the method of payment and does not otherwise have any bearing on the contract for goods or services exchanged.

A PAD may be disputed by a Payor under the following conditions:

- (1) The PAD was not drawn in accordance with the Payor's Authorization; or
- (2) The authorization was revoked; or
- (3) Pre-notification was not received.

The Payor, in order to be reimbursed, acknowledges that a declaration to the effect that either (1), (2) or (3) took place, must be completed and presented to the branch of the Processing Institution holding the Payor's account up to and including 90 calendar days in the case of a personal/household PAD (or up to and including 10 business days in the case of a business PAD), after the date on which the PAD in dispute was posted to the Payor's account.

The Payor acknowledges that a claim on the basis that the Payor's Authorization was revoked, or any other reason, is a matter to be resolved solely between the TOWN OF OXBOW and the Payor when disputing any PAD after (90 calendar days in the case of a personal/household PAD or 10 business days in the case of a business PAD).

### DEFINITIONS

**Personal / Household PAD** : Means a PAD drawn on the account of a Payor for payments such as, but not limited to, charitable donations, RESP and Spousal RRSP contributions, mortgage installments, utility bills, insurance premiums, membership fees, property taxes, credit card billings and payment for other consumer goods and services.

### COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Personal Information may only be used or disclosed for the purpose for which it was collected unless you have otherwise consented, or when it is required or permitted by law. Personal Information will only be retained for the period of time required to fulfill the purpose for which we collected it or as may be required by law.