

**VILLAGE OF DONALDA**  
**Schedule "A"**  
**MONTHLY TAX INSTALLMENT AGREEMENT**

**2021**

<b>Tax Roll:</b>		<b>Owner(s):</b>	
<b>Civic Address:</b>		<b>Mailing Address:</b>	
<b>Telephone:</b>		<b>Email:</b>	

<b>OFFICE USE ONLY - CALCULATION</b>	
A 2020 Year Tax Levy:	
B Credit Balance:	
C	Subtotal
D Over 12 Months (C/12):	
<b>Monthly Payment Required:</b>	

**THE FOLLOWING REQUIREMENTS ARE HEREBY AGREED TO:**

1. Payments can be made by post-dated cheques, direct debit/reoccurring payments or online banking.
2. In the event of a sale of the above noted property, I/We will notify the Village of Donalda in writing at least 15 days prior to the next payment date, to arrange for cancellation.
3. In the event I/We change my/our bank account I/We will notify the Village of Donalda at least 15 days prior to the next payment date.
4. If two (2) consecutive monthly tax installment payments are in default by the above taxpayer, or if any payment is returned NSF, the Administrator shall cancel the said Monthly Tax Installment Payment Agreement and all taxes shall be due and payable in accordance with the Tax Penalty Bylaw.
5. Nothing in this Application form shall be interpreted to relieve the owner/applicant from the obligation to pay any taxes/utility charges, including penalties, owing to the Village of Donalda in the manner or the date or dates for payment established by Bylaw of the Village of Donalda.
6. By submission of this Application Form the applicant/owner acknowledges notification of and agrees to abide by the Terms and Conditions of the agreement provided by the Village of Donalda.
7. The current utility levy/taxes, local improvement levies plus any tax/utility arrears must be paid in full for eligibility in the plan.
8. Payment amount will be adjusted for the current calendar year after tax notices are sent to ensure balance owing is zero at December 31 of current tax year.
9. This agreement stays in effect regardless of changing monthly payments being adjusted for current taxes owing.
10. The ratepayer is responsible to ensure the electronic payments paid to the Village of Donalda are allocated to the correct tax roll number. The Village holds no responsibility for incorrect amounts or incorrect accounts and will not change allocations or account numbers on the ratepayer behalf, unless specific directions are received in writing.

\_\_\_\_\_  
Taxpayer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAO or Designate

\_\_\_\_\_  
Date

*Note: The information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act and is used solely for purposes relating to the administration of the Assessment/Taxation Programs.*