



CANCELLATION / SUSPEND / ACCOUNT CHANGE FORM FOR EXISTING TAX PAP ACCOUNTS

This form is to be used to change financial institution information, or to change/cancel/suspend your existing tax PAP plan.

ROLL # 4342- _____ - _____ - _____

Please choose one of the following:

- Cancel my Pre-Authorized Payment Plan**
- Change Financial Institution (FI) account information**
- Suspend** (reinstatement effective July 31, 2020)

Effective Date of Cancellation/Change/Suspend

MM/DD/YYYY

PLAN TYPE
(Please check one)

MONTHLY

DUE DATE

ARREARS

DATE	CUSTOMER ID	PROPERTY ADDRESS
DAY PHONE	CELL PHONE	EMAIL
APPLICANT NAME (Print)		CO-APPLICANT NAME (Print)
SIGNATURE		SIGNATURE

This application must be completed, signed, dated and returned at least **15 days before the next payment date** if you wish to change your financial information or cancel your participation in the program. Incomplete forms will be returned.

To change your financial information, please attach a void cheque. If a void cheque is not attached, please have your financial institution fill out the information requested below:

_____ (FI Transit Number) _____ (FI Number) _____ (FI Account Number)

Name of Banking Institution: _____

**** Please provide additional signatures on VOID, if more than one signature is required on cheques issued against the account.**

Cancelling Your Enrollment in the Program:

- To cancel your enrollment, complete form available for cancelling your enrollment in the program.
- You must immediately pay the outstanding balance in full to avoid interest charges.
- Once your request is processed you will receive email notice that you have been removed from the program.
- This payment plan is not transferable to another property.
- Submit completed cancellation form by mail or email:

City of Barrie – Revenue
PO Box 400
70 Collier St
Barrie On L4M 4T5

financeadmin@barrie.ca

Changing Financial Institutions:

To update or change your bank or financial institution information, complete the Cancellation/Account Change Form for existing Tax PAP accounts and email new information to financeadmin@barrie.ca or mail to the City at least 15 days before your next withdrawal date.

- You will receive written notice that your change of bank or financial institution information request has been processed.
- Line of credit accounts, credit card accounts or foreign funds cheques cannot be used for pre-authorized payments.