



Pre-Authorized Tax Payment Plan

Cancellation or Change Request

200 Brady St., P.O. Box 5555 Stn. A Sudbury ON P3A 4S2

Form filling instructions:

1. This request form is used when taxpayer(s) want to modify or cancel their pre-authorized tax payments.
2. Provide all requested information (an incomplete form may delay processing).
3. This form can be emailed, faxed, mailed or delivered to the City of Greater Sudbury at:

City of Greater Sudbury	Email: 311@greatersudbury.ca
PO Box 5555 Stn A	Fax: 705-671-9327
Sudbury, ON P3A 4S2	Nearest Citizen Service Centre in Capreol, Chelmsford, Dowling, Garson, Hanmer, Lively or Sudbury
4. **Allow a minimum of fifteen (15) days prior to your next withdrawal date, for this request to be processed.**
5. A separate form is required per property that a cancellation or change is being requested.

Owner Information:

Roll Number: _____

Property Address: _____

Owner Name(s): _____

Telephone: _____ Email: _____

Cancellation

Year Month Day

Effective date for cancellation

Change Banking Information (Note: Line of credit, credit card and savings cheques are not acceptable.)

Void Cheque Attached	Year	Month	Day

Effective date for change _____

Complete the following if you have not attached a void cheque: (Sample only: Please complete the following using your personal financial account information.)

102

80246

003

002006:082

Transit # (5 digits)

Financial Institution #
(3 digits)

Account #

Change Withdrawal Date

From Due Date: 1st 15th Instalment

To Due Date: 1st 15th Instalment

Authorization

I/we hereby agree to all terms and conditions outlined in the Pre-authorized Tax Payment Plan and authorize my/our bank to draw and issue payment payable to the City of Greater Sudbury for payment of property taxes. Furthermore, I/we acknowledge that all person(s) whose signatures are required to sign on this account have signed this application.

Signature 1: _____ Signature 2: _____

Date: _____ Date: _____