



The Village of Kingston
 PO Box 254
 655 Main Street
 Kingston, NS B0P 1R0

Pre-Authorized Debit (PAD) Agreement

(902) 765-2800 email: info@kingstonnovascotia.ca

1. Customer Information (Please Print Clearly)

Name: _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Assessment Account Number(s)

2. Bank Account Information

Deposit Account Number

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 Branch Transit Number

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Financial Institution Number

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 Chequing Account Savings Account

Financial Institution: Name: _____

Branch Address: _____

3. Pre-Authorized Debit (PAD) Details

Payments are withdrawn on the final day of the month, or first business day of the proceeding month if the final day is a weekend or holiday. You, the Payor, authorize the Village of Kingston to debit the account identified above for:

Monthly withdrawals of \$_____ to start the final day of _____.
 Amount will be adjusted annually; adjustments of more than \$5/month must be approved by payee.

Full amount - the full amount of the tax billing in May and September will be debited from your bank account the final day of those months.

These services are for (check one) Personal Business Use

You, the Payor, may revoke your authorization at any time in writing or by phone, subject to providing notice of at least fifteen (15) days. To obtain a sample cancellation form, or for more information on your right to cancel a PAD agreement, contact your financial institution or visit www.cdnpay.ca.

Signature of Account Holder: _____ Signature of Joint Account Holder (if applicable): _____

Name (print): _____ Name (print): _____

Date: _____ 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.

When complete, please mail, fax or email this form to:

Village of Kingston
 655 Main Street, PO Box 254
 Kingston, NS B0P 1R0
 Tel: (902) 765-2800 Fax: (902) 765-0807
 Email: info@kingstonnovascotia.ca

Please attach a copy of a VOID CHEQUE.

For Office Use Only	
Date rec'd	
Entered By	
Entered date	

Village of Kingston Pre-Authorized Debit Agreement Information

Pre-Authorized Debit

The Village of Kingston is pleased to offer a convenient way to pay your taxes: Pre-Authorized Debit or PAD.

It's Quick, Easy and Convenient

With Pre-Authorized Debit, you can manage how you want to pay your taxes on your terms. You can make monthly payments or pay the full amount every May and September. No more keeping track of payment dates, writing post-dated cheques or looking for a postage stamp.

The payments will come out the last day of the month, or the first business day of the proceeding month if the last day falls on a weekend or holiday.

To Start Using PAD

Complete the PAD Agreement with the required information, attach a void cheque and sign the agreement.

You can mail to the Village Office at: Village of Kingston
655 Main Street, PO Box 254
Kingston, NS B0P 1R0

fax to: (902) 765-0807

or email to: info@kingstonnovascotia.ca

If you have any questions, please contact the Village Office at (902) 765-2800 or at info@kingstonnovascotia.ca