



PRE-AUTHORIZED PAYMENT PLAN (PERSONAL QUARTERLY INSTALMENT PAYMENTS)

Why use the Pre-Authorized Payment Plan?

You may find it convenient to pay your personal income tax instalments by automatic bank withdrawal, either for the calculated amount or a fixed amount on the quarterly due dates of March 15, June 15, September 15, and December 15.

How does it work?

There are two plans:

Plan 1 – Calculated Amount Pre-Authorized Payment Plan

On the quarterly due dates, the CCRA will withdraw the calculated amount shown in box 2 of the *Instalment Reminder* sent to you in February and August. As long as you continue to receive an *Instalment Reminder*, the payments will be automatically withdrawn from your bank account.

Plan 2 – Fixed Amount Pre-Authorized Payment Plan

If you choose to make instalment payments different from the amount shown on the *Instalment Reminder*, or if you did not receive a reminder but wish to pay by instalments, we will withdraw the amount you choose on the quarterly due dates. You must provide us with an amount for this plan. If your circumstances change and you will owe more or less tax, you will have to contact the CCRA to change the amount of the withdrawal.

How do you enrol?

1. You must complete and sign the authorization form below.
2. Select one of the payment plans.
3. Include a personal cheque marked "void." Make sure the bank account you use allows chequing privileges. We can only set-up an arrangement using a chequing or savings account.
4. Return the completed form and the cheque to the address on the following page under "To Cancel or Amend Your Pre-Authorized Payment Plan." We will send you a letter confirming the arrangement.

We need to receive your *Pre-Authorized Payment Plan* form 30 days before payments begin. If you have a payment due within the next 30 days, please make your payment using the remittance form provided with your instalment package.

The pre-authorized payment plan you choose will remain in effect until you cancel it. For more information about the plan, see the opposite page called *Important Information About the Pre-Authorized Payment Plan*.

Detach here and return this authorization form to the CCRA



AUTHORIZATION FOR PRE-AUTHORIZED PAYMENT (PERSONAL QUARTERLY INSTALMENT PAYMENTS)

Personal information

Family name		First name	
Address			Social Insurance Number
City	Province / Territory	Postal code	Daytime phone number ()

Financial institution information (please attach a cheque marked "VOID")

Financial institution		
Branch number (5 digits)	Institution number (3 digits)	Account number (12 digits maximum)

Pre-Authorized Payment Plans (check one plan only)

<input type="checkbox"/> Plan 1	Debit my bank account for the amount indicated in box 2 of my <i>Instalment Reminder</i> starting on:	Y	M	D
<input type="checkbox"/> Plan 2	Debit my bank account for the amount of \$ _____ starting on:	Y	M	D

I authorize the CCRA to automatically withdraw funds from my/our bank account (as indicated above) for payment of personal tax instalments. I acknowledge that I have read and understood the page called *Important Information About the Pre-Authorized Payment Plan* contained in this package.

Name (please print)	Signature(s) required	Date
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IMPORTANT INFORMATION ABOUT THE PRE-AUTHORIZED PAYMENT PLAN

Pre-Authorized Payment Plans

You can select one of the following plans to pay your personal income tax instalments. For your records, check the box beside the plan you have selected.

Pre-Authorized Payment Plans (check one plan only)

<input type="checkbox"/> Plan 1	Debit my bank account for the amount indicated in box 2 of my <i>Instalment Reminder</i> starting on:	Y	M	D
				1 5
<input type="checkbox"/> Plan 2	Debit my bank account for the amount of \$ _____ starting on:	Y	M	D
				1 5

To Cancel or Amend Your Pre-Authorized Payment Plan

- To cancel, to select a new plan, or to change the frequency or the amount of the payment of your current plan, you can inform the CCRA in writing, by sending a fax to (613) 739-1147, or by calling 1-800-959-8281.
- To change your banking information (e.g., branch, financial institution, or bank account number), you must inform the CCRA in writing. You can fax your request to (613) 739-1147 or mail it to: **Canada Customs and Revenue Agency
PO Box 9659 STN T
Ottawa ON K1G 6L7**

You must inform the CCRA of any change at least 30 days before the next payment due date. If you do not, your financial institution may charge you a fee if it is unable to process a debit in accordance with your authorization.

To Dispute a Withdrawal

You can dispute any withdrawal from your bank account that you believe is improper because:

- the debit was not withdrawn in accordance with your authorization;
- the authorization has been cancelled; or
- you did not receive pre-notification (Your semi-annual *Instalment Reminder* is the pre-notification from the CCRA).

To be reimbursed for the disputed amount, you must contact your financial institution no later than 90 days after the date on which the payment was debited from your bank account. You will have to complete a signed declaration stating that one of the above situations took place. After this 90-day period, you must contact the CCRA directly to dispute the withdrawal.

Terms and Conditions of Authorization to the CCRA

I understand and agree that this authorization is provided as a convenience to me and that set-up or cancellation of this authorization shall not cancel or have any other effect on any underlying obligation that I have under the *Income Tax Act* or any other Act of Parliament.

I agree to participate in this pre-authorized payment plan for personal/household purposes.

This authorization will remain in effect until cancelled. I may cancel this authorization at any time on 30-days notice to the CCRA. The CCRA may cancel this payment plan on written notice to me if, for any reason, the payment is dishonoured by my financial institution.

I certify that the financial institution information provided is accurate. I agree to inform the CCRA, in writing, of any change in the account information at least 30 days before the next payment due date. I acknowledge that my financial institution is not required to verify any information contained on this form.

I guarantee that all persons whose signatures are required for completing a pre-authorized payment for the noted bank account have signed this authorization.

I consent to the disclosure of any personal information that may be contained in this authorization to the financial institution, as far as it is directly related to and necessary for the proper application of this authorization.

Any delivery of this authorization to the CCRA constitutes delivery by me to the financial institution indicated on the form.