



Register for Pre-Authorized Payments (PAP)

Section 1: Registration Process

- 1) Read the information and conditions below;
- 2) Choose pre-authorized payment option A or B;
- 3) Join a cheque marked VOID or a direct deposit form;
- 4) Return the signed form and void cheque by email to taxes@russell.ca or in person or by mail to 717 Notre Dame Street, Embrun, ON, K0A 1W1.

Section 2: Information and Conditions

General information and conditions:

- You must advise the Township if your banking information changes, if you are selling your property or if you wish to cancel your plan.
- After two returned withdrawals, we will cancel your preauthorized payment plan.
- There is no setup fee to open an account.
- At the beginning of each year, for the monthly tax payment registrations, the Township of Russell will send you a letter confirming the amount of your withdrawals for the current year.
- Once your PAP registration is activated you will see a note at the bottom of your invoice "DO NOT PAY – PAP".

Information and conditions for option A:

- For property tax accounts, the withdrawals will be calculated for January to August as equal monthly billing equivalent to the previous tax year divided by 12 months, and September to December as the current adjusted taxes minus the amount paid to date divided by 4 remaining months.
- For water and sewer accounts, your withdrawal will be adjusted following the quarterly readings, according to your consumption for the January, April, July and October due dates.

Section 3: Personal Information

Property Roll Number (Tax): _____ Water and/or Sewer Account Number: _____

Property Address: _____

Email: _____

I want to register for e-Billing

Phone Number (Cell): _____

Phone Number (Home): _____

Section 4: Selection of a Pre-Authorized Payment Plan

For both options, due dates may vary between the 25 and the 27 of the month.

Option A (Equal Monthly Payments)
Select which accounts you want to register for PAP Option A.

Property Tax Account
Amount: _____
Effective Date (Month): _____

Water and/or Sewer Services Account
Amount: _____
Effective Date (Month): _____

Option B (On Due Date of Payment)
Select which accounts you want to register for PAP Option B.

Property Tax Account
Effective Date (Month): _____

Water and/or Sewer Services Account
Effective Date (Month): _____

Signature

Name 1: _____ Signature 1: _____ Date: _____

Name 2: _____ Signature 2: _____ Date: _____

Township Contact Information

Township of Russell - Town Hall,
717 Notre Dame Street
Embrun, ON K0A 1W1

Property Tax Billing Questions?
Contact taxes@russell.ca or
613-443-3066 extension 2302.

Water and Sewer Billing Questions?
Contact revenues@russell.ca or
613-443-3066 extension 2309.