



Town of Espanola

Pre-Authorized Payment Plan

How to enroll:

1. Complete and sign the form.
2. Enclose a VOID cheque (Line of credit cheque will not be accepted).
3. Mail, fax, email or drop off to the number/address below.

Select one:

- Apply for a Pre-Authorized Payment Plan
 Property Taxes
 Change information on existing Pre-Authorized Payment Plan
 Water and Sewer
 Cancel the Pre-Authorized Payment Plan effective: _____ (mm/dd/yyyy)

Account/Roll Number (found on top of bill)	
Service Address	
Name (1)	(2)
Mailing Address (Number & Street)	Unit or Apt Number
City/Town & Province	Postal Code
Phone Number	Alternate Phone Number
Email Address	

I/we authorize the Town of Espanola to process a debit from our account indicated in the amount that has been agreed upon. This authority is to remain in effect until the Town of Espanola has received written notification from me/we of a change or termination.

For Property Taxes ONLY, please select one: 1st of each month 15th of each month
 Water and Sewer payments will be withdrawn on the 15th of each month.

An administrative fee will be applied to your account for payments not cleared by your financial institution and penalty charges will apply. Failure to abide by the terms of the plan may result in cancellation of enrollment.

Signature (1)	Print Name(s)
Signature (2)	
Date: (mm/dd/yyyy)	

Phone: 705-869-1540
 Fax: 705-869-0083
 Email: town@espanola.ca
 Website: www.espanola.ca

By mail or in person: Town of Espanola
 100 Tudhope Street, Ste 2
 Espanola , ON P5E 1S6