PRE-AUTHORIZATION DEBITS (PADs) Rule H1
Payor's PAD Agreement – Mandatory and Supplementary Elements
Personal Pre-Authorized Debit (PAD) Agreement for Property Taxes

Tax Roll Number									Civic Address:

1. Customer Information (Please print clearly)

Name: _____

Mailing Address: _____

City: _____ Province:_____ Postal Code:_____

Telephone Number: _____ Email: _____

Transit Number: _____ Institution Number: _____ Account Number:_____
5 Digits 3 Digits

Financial Institution Name:_____

Address: _____

2. Pre-Authorized Debit (PAD) Details

I/we authorize the Village of Donnelly to debit the bank account identified above for the

Amount of $_____ withdrawn monthly on the ☐ 15th of each month, or ☐ last day of the month

for my Village of Donnelly property taxes. Your monthly payment amount will be indicated on your annual Village of Donnelly Taxation Notice that is mailed to every property owner annually at the end of May or by June 1st at the latest. The payment indicated on your annual property taxation notice will take effect in July.

This authority is to remain in effect until the Village of Donnelly has received written notification from me/us of its change or termination. This notification must be received at least (10) business days before the next debit is scheduled at the address provided below. I/we may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting https://payments.ca/payment-resources/support-guides/consumer-guides/pre-authorized-debit .

I/we 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 https://payments.ca/payment-resources/support-guides/consumer-guides/pre-authorized-debit .
When

When the form is complete, submit by email, mail to:

Village of Donnelly
Box 200
Donnelly, AB T0H 1G0
Phone: (780) 925-3835 Fax: (780) 925-2100
Email: admin@donnelly.ca

Authorized Signature : _____

Date : _____

The personal information contained on this form is collected under the authority of the Municipal Government Act, Section 340(1), and will be used for the purpose of property tax collection. If you have any questions please call the office.

Updated: April 20, 2026