



# CANCELLATION OR ACCOUNT INFORMATION CHANGE FORM

## Pre-Authorized Tax Payment Plan

Property Roll Number

Date

Property Address

Postal Code

Property Owner(s)

Telephone (Home)

Telephone (Other)

### CANCEL PRE-AUTHORIZED PAYMENT PLAN

Requested date of cancellation: \_\_\_\_\_

#### Reason for Cancelling

Property sold - closing date: \_\_\_\_\_

Mortgage company now responsible for payments

Return to quarterly tax billing

### CHANGE OF PAYMENT PLAN

Requested date of change: \_\_\_\_\_

Due Date Plan (4 payments)

Monthly Plan (10 Payments)

### CHANGE OF FINANCIAL INSTITUTION / BANKING INFORMATION

Please change the account for which my payment is being withdrawn

Requested date of change: \_\_\_\_\_

Please attach VOID cheque or pre-authorized bank form for any account change.

### Authorized Signature (s)

**Note:** If more than one signature is required for the financial institution/bank account, then all must sign this document.

\_\_\_\_\_  
Signature (1)

\_\_\_\_\_  
Signature (2)

Send this completed form and, if applicable, a cheque marked VOID to:

Corporation of the City of Sault Ste. Marie  
Corporate Services, Tax Division  
P.O. Box 580  
Sault Ste. Marie, ON P6A 5N1

Telephone: 705-541-7060  
Fax: 705-759-1842  
E-Mail: [citytax@cityssm.on.ca](mailto:citytax@cityssm.on.ca)