



**PRE-AUTHORIZED PAYMENT PLAN
(PERSONAL QUARTERLY INSTALMENT PAYMENTS)**

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tax instalments with an automatic bank withdrawal, for either the calculated amount or a fixed amount, that will be withdrawn on the quarterly due dates of March 15, June 15, September 15 and December 15.

There are two plans:

Plan 1 – No-calculation amount pre-authorized payment

On the quarterly due dates, the CRA will withdraw from your bank account 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 As long as you continue to receive an *Instalment Reminder*, the payments will be automatically withdrawn from your bank account. This amount may change every 6 months. **If you stop receiving *Instalment Reminders*, you must re-activate your pre-authorized payment plan.**

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 want 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 CRA to change the amount of the withdrawal. This amount will not change unless you request a modification of the amount.

Please visit the CRA Web site at www.cra.gc.ca and select "My account" to create a pre-authorized debit plan.

To complete the authorization form:

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 following address:
Canada Revenue Agency, P.O. Box 9659 STN T, Ottawa ON K1G 6L7. We will send you a letter confirming the arrangement.

We need to receive your completed *Pre-Authorized Payment Plan* form up to 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.

Cut here and return this authorization form to the CRA



**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> with the starting date indicated below: (select one date only)		
02 01 05	<input type="checkbox"/> March 15	<input type="checkbox"/> June 15	<input type="checkbox"/> September 15 <input type="checkbox"/> December 15 Year: _____
<input type="checkbox"/> Plan 2	Debit my bank account for the amount of \$ _____ with the starting date indicated below: (select one date only)		
02 02 05	<input type="checkbox"/> March 15	<input type="checkbox"/> June 15	<input type="checkbox"/> September 15 <input type="checkbox"/> December 15 Year: _____
I authorize the CRA to automatically withdraw funds from my/our bank account (as indicated above) for payment of personal tax instalments.			
Name (please print)		Signature(s) required	
		Date YYYY MM DD	