

# Cheque Retrieval Request

City of Mississauga  
 Finance Division  
 300 City Centre Drive, 11th Floor  
 Mississauga, Ontario L5B 3C1  
 Telephone: 3-1-1, 905-615-4311 (outside City limits)  
 TTY: 905-896-5151 (teletypewriter)  
 Email: tax@mississauga.ca



Personal information on this form is collected under the authority of the *Municipal Act, 2001*, and will be used to process your cheque retrieval request. Questions about the collection of this personal information should be directed to Customer Service Advisor at the City's Citizen Centre. Email: Public.info@mississauga.ca, Tel. 311 (905-615-4311 outside City limits).

## Form Instructions

1. This form is used to retrieve post dated cheques from the City including replacement or for modification.
2. Provide all requested information (an incomplete form may delay processing).
3. Form can be emailed, faxed, mailed or delivered to the Mississauga Tax Office as per the address noted above.
4. \$20.00 fee per cheque is applicable. Forms must be accompanied with the fee and must be received by the City a minimum of three (3) business days prior to the cheque date.

## Owner Information

Property Roll Number	Customer Number
Property Street Address	
Owner's Name (Last)	(First)
Telephone (Day 8:30 - 4:30)	Email
Address to return cheque(s) Property Address (Number / Street)	
City	Postal Code

## Cheque Information

Cheque Date	Cheque Number	Amount	City Use Only	
			Batch Number	File Create Date

Signature	Dated this	Year	Month	Day
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### City Use Only

Number of Cheques	Retrieval Details
_____	<input type="checkbox"/> Paid in Full <input type="checkbox"/> Fraudulent Activity (Bank confirmation) <input type="checkbox"/> Drawer Deceased (Proof of Death)
Other	

Received by	NC Supervisor Authorization	Year	Month	Day
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