

Section 2: Direction

Re: Tax Roll Number of Property Paid in Error

Date(s) (MM-DD-YYYY)

Amount of Payment(s)

0 5 - [] [] - [] [] [] [] - 0 0 0 0

Property Location of Property Paid in Error

Select One (1) Option:

- Refund Payment(s)**
(Please note a \$30.00 Refund Request Fee, plus H.S.T. will be deducted in accordance with the City of Mississauga's Fees and Charges By-law, as amended)

- Transfer Payment(s)**
(Please note payment(s) can only be transferred to properties in Mississauga and a \$40.00 Payment Redistribution Fee, plus H.S.T. will be applied in accordance with the City of Mississauga's Fees and Charges By-law, as amended)

Mail Cheque to:

Name

Address (Please indicate mailing instructions)

To Property Location

To Tax Roll Number

0 5 - [] [] - [] [] [] [] - 0 0 0 0

I, , provide the City of Mississauga with the above direction for handling the payment(s) made in error on the referenced tax account.

Signature (I/We have the authority to bind the organization)

Phone Number (Daytime)

Date (MM-DD-YYYY)

Email Address

Form Instructions

In order to process your request, complete, print, sign and date this form. The City of Mississauga requires a copy of your proof of payment(s) together with this signed Taxpayer Indemnity Agreement/Direction.

Proof of payment **MUST** include payment date, amount, payee name (Mississauga Taxes or City of Mississauga), payer name and name of financial institution. Proof of payment examples include a tax receipt, cancelled cheque, receipt from financial institution, bank statement, or a stamped tax bill. For your privacy, you can black out your bank account number, transactions and balances on your proof of payment. Screenshots from your mobile or desktop devices are **NOT** acceptable.

Please submit your completed form with your proof of payment(s) by:

- **Mail:** City of Mississauga Tax Office
Mississauga Civic Centre
300 City Centre Drive, 11th Floor
Mississauga, ON L5B 3C1;
- **Email:** tax@mississauga.ca;
- **Fax:** 905-615-3532
Attention: Tax Accounting;
- **Drop Box:** Mississauga Civic Centre
300 City Centre Drive
Mississauga ON L5B 3C1
(drop box is to the right of the North Entrance, on Princess Royal Drive)