

RECEIPT REQUEST FORM

****Not to be used for commercial purposes, ie. lawyer, mortgage company, realtor etc.****

Property Owner/Tenant/Company Name(s): _____
(as shown on tax/utility bills)

Phone Number(s): _____ Email: _____

Property Location: _____
Street City Postal Code

Mailing Address: _____
Street City Postal Code

Tax Roll Number(s): 41-08- _____

Utility Account Number(s): _____ A/R Account Number(s): _____

Requested Information:

<input type="checkbox"/>	Tax or Utility statement of account	\$18 per year provided
<input type="checkbox"/>	Reprint of Tax or Utility Bill	No Charge in current year / \$18 per invoice for previous years
<input type="checkbox"/>	Receipt of payment	No charge in current year / purchase statement for previous years

Fee must be paid upon request of document

Payment Options:

- Payments can be made in person via cash, cheque, or debit. Cheques can be mailed to the address below.
- Payments can be made through online banking by creating a NEW payee for the "Municipality of Kincardine" – "Other" or "Utility". Enter account number as 1111111. **Online banking payments take 2 business days to process.**
- Third party credit card payments through PlastiQ or Paymentus. Enter account number as 1111111. **Online credit card payments take 2 business days to process.** Provider fees apply.

Description of request: _____

I am: Property Owner Tenant Authorized Individual (authorization form required) Executor/Trustee/POA (must provide legal documentation)

Print Name: _____ Signature: _____ Date: _____

Please submit in person, mail, fax, or e-mail this form and confirmation of payment method to cashier@kincardine.ca

Personal information is collected under the authority of the Municipal Act, 2001 for the purpose of creating a record to be used for authorizing release of property tax or utility account receipts and statements. Questions about the collection of the personal information may be addressed to the Clerk of the Municipality of Kincardine, 1475 Concession 5, R.R. 5, Kincardine, ON N2Z 2X6 Phone: (519) 396-3468.

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