

Cheque Retrieval Request

The Corporation of the City of Mississauga
 Mississauga Taxes
 300 City Centre Drive, 4th Floor
 Mississauga, Ontario L5B 3C1
 Telephone: 3-1-1, 905-615-4311 (outside City limits)
 Fax: 905-615-3532
 Email: tax@mississauga.ca
 www.mississauga.ca/portal/residents/taxformscentre



Personal information on this form is collected under the authority of the *Municipal Act, 2001*, Part X: Taxation, and will be used to process your cheque pull request. Questions about the collections of this personal information only should be directed to the Manager, Revenue and Taxation, 300 City Centre Drive, Mississauga, ON, L5B 3C1, 905-615-3200 ext. 5256.

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

			City Use Only	
Cheque Date	Cheque Number	Amount	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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