



Pre-Authorized Property Tax Payment Plans

Available Plans:

Regular 10 Month Plan – 15th of the Month – Residential Properties

Payments are withdrawn from the designated bank account on the 15th of every month starting in February and continuing to November. Taxes will be paid in full, with 10 relatively equal amounts, with a mid-year adjustment to account for any tax rate changes. If the 15th of the month falls on a weekend or statutory holiday, the withdrawal will be done on the next regular business day.

Regular 10 Month Plan – Last Business Day of the Month – Residential Properties

Payments are withdrawn from the designated bank account on the last business day of every month starting in February and continuing to November. Taxes will be paid in full, with 10 relatively equal amounts, with a mid-year adjustment to account for any tax rate changes.

Regular 10 Month Plan – Last Business Day of the Month – Business Properties

Payments are withdrawn from the designated bank account on the last business day of every month starting in February and continuing to November. Taxes will be paid in full, with 10 relatively equal amounts, with a mid-year adjustment to account for any tax rate changes.

Installment Plan – 6 Payment Plan – Annual Property Tax Due Dates – All Properties

Payments are withdrawn from the designated bank account on the installment due dates as shown on the Interim and Final Property Tax Bills. The due dates may vary slightly each year to avoid weekends.

Plan Procedures:

- In order to enroll in any of the plans an application form must be completed and returned with a void cheque for the bank account the withdrawals will be processed from. Sign up may be done at any point in the year provided your tax account is paid in full (except for the Arrears plan). Applications will be processed for the next monthly draw and the number of withdrawals in the first year will be reduced in order to complete full payment with the November draw.
- Changes in the amount, date or frequency of the withdrawals will not be permitted once you are enrolled.
- Enrollment in any of the plans is not permitted if a residential home is assessed for land only, and will be subject to Supplementary or Omitted tax bills. Once those are issued and paid in full, enrollment will be accepted for the future.
- Any payments that are returned by the bank for any reason will be subject to a Finance service fee and late payment fees, regardless of whether the payment is replaced before or after the return. The second payment return within a calendar year will result in the plan being cancelled for that property following the applicable finance and late payment fees.
- If the bank account information changes we must be notified at least 10 business days before the scheduled withdrawal in writing along with a new void cheque for the new account. Failure to do so will result in a finance charge and late payment fee should the withdrawal not clear from the original account.
- Voluntary withdrawal from the plan also requires at least 10 business days' notice before any scheduled withdrawal.

Forms:

1. Pre-authorized Payment Plan Enrollment Form
2. Pre-authorized Payment Plan Change of Banking Information
3. Pre-authorized Payment Plan Cancellation Form