



## Pre-Authorized Property Tax Payment Plans

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

Payments are withdrawn from the designated bank account on the 15<sup>th</sup> of every month starting in February and continuing to November. If the 15<sup>th</sup> of the month falls on a weekend or statutory holiday, the withdrawal will be done on the next regular business day. The draws from February to June are for the Interim Taxes billed while the draws from July to November are for the Final Tax Bill.

### **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Payments are withdrawn from the designated bank account on the last business day of every month starting in February and continuing to November. The draws from February to June are for the Interim Tax Bill while the draws from July to November are for the Final Tax Bill.

### **Regular 9 Month Plan – Last Business Day of the Month – Business Properties only**

Payments are withdrawn from the designated bank account on the last business day. The draws from February to June are for the Interim Tax Bill while the draws from September to December are for the Final Tax Bill.

### **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Payments are withdrawn from the designated bank account on the installment due dates as shown on the Interim and Final Property Tax Bills.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:**

To be eligible for the PTP Plan, your tax account must be paid in full.

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.

<https://townofnewmarket.typeform.com/to/Zng4ytqW?typeform-source=www.newmarket.ca>

Please note that you cannot use a line of credit account or credit card cheques for pre-authorized payments.

To change your banking information, please complete a PTP Change of Banking Information Form

<https://townofnewmarket.typeform.com/to/Zng4ytqW?typeform-source=www.newmarket.ca>

Any changes to a plan (banking changes, or voluntary withdraws) requires at least 10 business days' notice before any scheduled withdrawal.

Other charges added to your tax account cannot be paid through the PTP Plan. You must pay other charges, such as Water Arrears separately on the due date only. For payment options, visit [www.newmarket.ca/property-tax-payment](http://www.newmarket.ca/property-tax-payment)

Changes in the amount, date or frequency of the withdrawals cannot be altered.

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 returned PTP amount will have to be paid separately, 1.25% interest will be added on the first of each month as long as taxes or additional charges stay unpaid. If payment for the returned amount is not received as indicated on the Return Notice the PTP will be canceled.

If you own more than one property in Newmarket, you must complete one PTP application per property.

If you would like to receive the tax bill at a different mailing address, please complete the Tax Account Change form. Here is the link for this form <https://townofnewmarket.typeform.com/to/E7pjNdiF?typeform-source=www.newmarket.ca>

If you have sold your home, you must complete a PTP Cancellation Form and re-apply to the program with your new property information.

<https://townofnewmarket.typeform.com/to/Zng4ytqW?typeform-source=www.newmarket.ca>