



## TOWNSHIP OF EAST ZORRA-TAVISTOCK

### PRE-AUTHORIZED PAYMENT PLAN FOR PROPERTY TAXES

#### OPTIONS

- You may choose the 10 month plan – 10 equal withdrawals based on yearly taxes
- You may choose the instalment plan – the 4 instalment amounts are withdrawn from your account on the actual due dates “ie” February 28, May 31, August 31 and October 31

#### BENEFITS OF THE MONTHLY PLAN

- Easy to budget by spreading payments over ten equal payments withdrawn automatically from your bank account
- Saves cost of postage or cost of driving to municipal office to pay your taxes
- Avoid late payment or worry about missing due dates

#### BENEFITS OF THE INSTALMENT PLAN

- Saves cost of postage or cost of driving to municipal office to pay your taxes
- Avoid late payment or worry about missing due dates

#### HOW MUCH DOES IT COST?

- There are no service charges or penalty for using the Pre-authorized Payment Plan
- The amounts deducted are based only on taxes levied

#### WHO MAY ENROL?

- You must have no arrears outstanding on your tax account
- Your latest assessment must be a full assessment
- Your taxes are not included in your mortgage payments

#### HOW THE MONTHLY PLAN WORKS

- Your annual tax levy will be estimated based on the prior year’s actual taxes, and divided into ten (10) equal payments. This amount will be deducted directly from your bank account on the **15<sup>th</sup> day of each month** from January to October, with the difference between the actual and estimated taxes adjusted on the final four withdrawals (July through October). You will be advised by mail of any adjustment made to the withdrawal amount when the tax rates have been established for the year – most commonly in June.
- Your enrolment in the Pre-Authorized Payment Plan will be confirmed by letter indicating the amount to be withdrawn from your account on a monthly basis
- Your final tax bill will be receipted and sent to you by December 1<sup>st</sup> each year

#### HOW THE INSTALMENT PLAN WORKS

- The actual tax instalments levied will be deducted from your bank account on the assigned due dates. Due dates in East Zorra-Tavistock are usually February 28<sup>th</sup> (or the last business day of the month); May 31<sup>st</sup>(or the last business day of the month); August 31<sup>st</sup> (or the last business day of the month)and October 31<sup>st</sup>(or the last business day of the month).
- You will receive your tax bills in February and August indicating what the instalments will be and the exact due dates

..... *please turn over*

## **TERMS AND CONDITIONS**

- Enrolment in the Pre-Authorized Payment Plan is **automatically renewed each year**, and information about the next year's payment amount will be sent with the receipted tax notice
- **If for any reason** you wish to be removed from this payment plan, or **if your banking information changes, YOU MUST** notify the tax office **IN WRITING** at least **THIRTY (30) DAYS BEFORE** the next pre-authorized payment is due
- **If for any reason** a payment is returned, you will be subject to a \$25.00 service charge plus applicable penalties to your tax account. Subscribers to the plan who have two payments returned will become ineligible to continue on the plan, and will revert to the four instalment system of payment, subject to standard penalties and interest of 1.25% per month for late payment.
- **Supplementary taxes** - If your taxes increase during the year due to a supplementary assessment (new building or improvement to your property) you will receive a separate tax bill – and it will be due and payable over and above your pre-authorized payment plan. The bill will be clearly marked to notify you that you are responsible for the extra payments.

## **HOW TO ENROL**

- Complete and sign the attached Authorization Form
- Attach an unsigned, blank cheque marked "VOID"
- Authorization forms must be returned to the Hickson Office - in person, by mail, or simply drop it in the locked drop box provided at our office in Hickson, or at the Police Office at 39 Woodstock Street South, Tavistock

TOWNSHIP OF EAST ZORRA-TAVISTOCK



PRE-AUTHORIZED PAYMENT PLAN  
FOR PROPERTY TAXES

APPLICATION FORM

Owner Names: \_\_\_\_\_  
\_\_\_\_\_

Telephone No: Res: \_\_\_\_\_ Bus: \_\_\_\_\_

Assessment Roll No: \_\_\_\_\_

Financial Institution: \_\_\_\_\_ Acct. No. \_\_\_\_\_

Branch No. \_\_\_\_\_ Branch Address: \_\_\_\_\_

Institution No. \_\_\_\_\_

I/We choose: **Monthly plan (10 withdrawals)**  **Instalment Plan (4 withdrawals)**

I/We hereby authorize the above Financial Institution to debit my/our account as indicated above for all payments payable to the Corporation of the Township of East Zorra-Tavistock.

I/We accept the terms and conditions herein defined and authorize the Township of East Zorra-Tavistock to begin deductions for payment of my/our tax account for the amount and plan specified. I/We ensure that the funds will be available to cover the withdrawal and that insufficient funds will result in finance charges as applicable, and possibly cancellation of my/our enrollment in the payment plan.

This authority is to remain in effect until cancelled by either myself/us or the Township of East Zorra-Tavistock by written notification. If not cancelled, it will remain in effect for future years.

\_\_\_\_\_  
\*\* Authorized Signature (1) Date

\_\_\_\_\_  
\*\* Authorized Signature (2) Date

\*\* If more than one signature is required for withdrawals against the account number specified, all authorized signatures must be given.

**ATTACH VOIDED CHEQUE HERE**

Mail to: Township of East Zorra-Tavistock  
PO Box 100, Hickson On N0J 1L0

For Office Use Only.

Date Processed: \_\_\_\_\_ Initial \_\_\_\_\_