



Options for Paying Your Taxes

- 1. In Person:** At the "Finance" Reception Desk, Main Floor, 32 Mill Street, Thornbury. Office Hours are Monday to Friday, 8:30 am to 4:30 pm. Direct Debit available. After hours mail box outside east doors for payment by cheque/money order.
- 2. By Mail:** Send your cheque or post dated cheques for each instalment, payable to *Town of The Blue Mountains*, PO Box 310, Thornbury, ON N0H 2P0.
- 3. At Bank:** Ensure teller selects *Blue Mountains (Town of) Tax*.
- 4. Telephone:** Check with your financial institution for information on setting up this method of payment.
- 5. Internet:** To set up, search Payees for *Blue Mountains (Town of) Tax*. When entering account number, use the first 15 digits of the roll number ie 4242XXXXXXXXXX (leave off the last four zeros). *Also, please note that if you have your taxes and utilities set up for payment via internet, always ensure to select your "Tax" account when making tax payments and not the "Utilities" account.*
- 6. Through a Mortgage Company:** Mortgage companies may provide a service to pay property taxes as part of your monthly mortgage instalment. In this case, you will receive a copy of your tax bill after payment has been made by your mortgage company.
- 7. Pre-Authorized Payment Plan "PAP":**

Plan #1 – Ten Monthly Withdrawals

The amount of your previous year's taxes will be automatically withdrawn in ten equal instalments (10% each), on the first day of each month – January through October. Should there be a change from the previous year's taxes as levied or an adjustment for the current year, the balance will be drawn in November, or alternatively, a cheque issued for amounts over \$100. For amounts less than \$100, the balance will carry forward to the next year unless a cheque is requested in writing. There will not be an instalment drawn in December.

Plan #2 – Four Withdrawals on the Due Dates

On each due date (end of March, May, August and October), the tax instalment will be automatically withdrawn from your bank account.

Are you eligible?

- If you own property in The Blue Mountains and *have no outstanding taxes*, you can take advantage of this convenient program.
- You can enrol any or all of your properties in this program.
- Your initial application is valid as long as you own the property and for as long as you want to stay in the plan. **You do not have to reapply every year.**
- For your information, you will continue to receive Interim and Final Tax Notices. These notices will be marked as being paid via 'PAP'.



Pre-Authorized Payment Plan Application

Please complete this application and return it with a cheque marked VOID to "Town of The Blue Mountains" via one of the following methods:

In Person: Reception Desk, 32 Mill Street, Thornbury, ON
By Mail: PO Box 310 Thornbury, ON N0H 2P0
By Fax: 519-599-2474
By e-mail: tax@thebluemountains.ca

First Time Application

Information Update

Name(s): _____

Roll Number of Property: 42-42-000-0 ____ - ____ - ____ - ____ - 0000

Property Address: _____

Mailing Address (if different from above): _____

Telephone # home _____ **Telephone # work** _____

Fax # _____ **E-mail** _____

Pick Your Plan (please check one):

Plan #1 – Ten (10) equal monthly instalments plus one (1) additional payment in November if necessary to clear up any balance resulting from tax increase or adjustment. (plan available by Nov 30th of each year for the next year.)

Plan #2 - Four (4) regular tax instalment dates (plan available up until the 15th of the month instalment is due.)

I / We authorize Town of The Blue Mountains to debit my / our account as indicated for all estimated property taxes payable to Town of The Blue Mountains. The treatment of each payment shall be the same as if I / We had personally issued a cheque authorizing payment from my / our account. This authorization may be cancelled upon written notice by me / us.

Signature of account holder: _____

Signature of joint account holder: _____