



## Five Options for Paying Your Taxes

1. **In Person:** At the Reception Desk, Main Floor – 26 Bridge St. E., Thornbury. Office Hours are Monday to Friday, 8:30 am to 4:30 pm. Direct Debit available.
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. **Telephone/Internet Banking:** Check with your financial institution for information on setting up this method of payment.
4. **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 receipt after payment has been made by your mortgage company.
5. **Pre-Authorized Payment Plan – Convenience and Savings!!**  
Pre-authorized payments have many benefits:
  - There are no cheques to write out
  - You will save on postage and transportation
  - You don't have to keep track of due dates or payments
  - You will avoid paying a penalty for missing a due date

### Plan #1 – Monthly Convenience

The amount of your previous year's taxes will be automatically withdrawn in ten equal instalments (10% each), on the first day of each month – January through October.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. There will not be an instalment drawn in December.

### Plan #2 – Four Payments

On each due date (estimated March, May, September and November) the tax instalment will be automatically withdrawn from your bank account.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.**

### Withdrawal or Information Change

If you have information changes, or want to withdraw from the Pre-Authorized Payment Plan, please notify the Tax Department in person or writing by the 15<sup>th</sup> day of the month.

**New Applicants to the Pre-Authorized Payment Plan**, please complete the application below and return it:

**By Mail:** Town of The Blue Mountains  
PO Box 310  
Thornbury, ON N0H 2P0

**In Person:** Reception Desk  
26 Bridge St. E.  
Thornbury, ON

With your application, you must enclose one of your personal cheques marked "VOID". This will ensure that payments are withdrawn from the correct bank account

**Property Information:**  **First Time Application**  **Address Correction**

**Name:** \_\_\_\_\_

**Roll Number of Property:** 42-42-000-0\_\_ - \_\_\_\_\_ - 0000

**Property Address:** \_\_\_\_\_  
\_\_\_\_\_

**Mailing Address (if different from above):** \_\_\_\_\_  
\_\_\_\_\_

**Telephone (res.)** \_\_\_\_\_ **Telephone (bus.)** \_\_\_\_\_

**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 #2 - Four (4) regular tax instalment dates**

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 account holder:** \_\_\_\_\_  
**(if joint account)**