



Pre-Authorized Payment Plan (PAP)

AVOID LATE PAYMENTS

SAVE ON POSTAGE

NO LINEUPS

NO FEES

Who is eligible?

You are eligible for the program if your account is paid in full and a mortgage company is not paying taxes on your behalf.

Taxes

You will receive notification indicating the amount to be withdrawn and the due dates. Payments will be automatically withdrawn from your bank account provided.

1. Due Date Plan

- a. In February, the Interim Tax bills will be sent. Refer to the installment section which indicates the amount that will be withdrawn on the due dates.
- b. In July, the Final Tax bills will be sent. Refer to the installment section which indicates the amount that will be withdrawn on the due dates.

2. Monthly Plan

- a. In December, a letter will be sent indicating the monthly withdrawal amounts from January to July. The amount is an estimate based on the prior year's annualized taxes.
- b. In July, a letter will be sent indicating the monthly withdrawal amounts from August to October to reflect the final billing.

Utilities

Payments will be automatically withdrawn from your bank account provided.

1. Bi-Monthly

- a. Water and Wastewater bills will be sent bi-monthly (or semi-annually for vacant lots) indicating the amount to be withdrawn on the due date.

Bank Account Changes and Program Cancellation

Please inform the Town of The Blue Mountains Finance Department immediately if any withdrawal from your account is not in accordance with the terms of your plan (i.e. different amount or date) or processed after you have cancelled the plan. For changes to the program, written notice to the Town of The Blue Mountains is required at least ten (10) days before the next withdrawal date. A completed PAP form must be submitted for any bank account changes. This plan is in effect until written notification of cancellation is received or the property is under new ownership and final bill has been paid/processed.

Penalties and Charges

An administration fee will be applied to your account for payments returned by your financial institution in accordance with the Town of The Blue Mountains' current Fees and Charges Bylaw. In addition, late payment charges will be applied to overdue accounts at a rate of 1.25% each month until paid. You have certain recourse rights if any debit does not comply with this plan i.e. you have the right to request reimbursement for any debit that is not authorized or is not consistent with this PAP Plan.

You will receive written confirmation of your enrollment in the PAP plan for your Tax and/or Utility accounts.



Pre-Authorized Payment Plan (PAP)

Property Address	
Property Owner Name(s)	
Mailing Address (if different from Property Address)	
City/Town/Province	Postal Code
Phone #	Email

Tax Account

Roll #	4	2	4	2	-	0	0	0	-	0							-	0	0	0	0
	Monthly – Ten installments on the first day of each month from January to October																				
	Due Date – Four installments (March, May, August, October)																				

Utility (Water/Wastewater) Account

Account #											.	0	0	
	Due Date – Six installments (February, April, June, August, October, December)													
	Vacant Lot Only – Two installments (January, July)													

Financial Institution Information

Attach a void cheque or a pre-authorized debit form (available through online banking) or have your bank/financial institution complete the following information on your behalf.

Transit Number				Institution Number				Account Number			
Financial Institution Name											
Financial Address											

I/We authorize Town of The Blue Mountains to debit my/our account as indicated for all estimated property taxes and utilities 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: _____

Mail application to: Town of The Blue Mountains, PO Box 310, 32 Mill Street, Thornbury, ON, N0H 2P0, email tax@thebluemountains.ca or fax to 519-599-2474. You will receive written confirmation of your enrolment in the PAP plan for your Tax and/or Utility accounts.