



Tax Pre-Authorized Payment Plan

Plan #1 – Ten Monthly Withdrawals

1/10th of the amount of your previous year's taxes will be automatically withdrawn on the first day of each month from January through July. A letter indicating this amount will be mailed in early December.

In July, when the final tax amount for the year is levied, the monthly payment amount will be recalculated, and a letter mailed to you. This new payment amount will be withdrawn on the first day of August through to October.

An application for the monthly plan must be received by November 30th for the following year, there is no mid-year enrolment.

Plan #2 – Four Withdrawals on the Due Dates

On each of four due dates, the end of March, May, August and October, the tax instalment will be automatically withdrawn from your bank account. An application for the due date plan must be received by the 15th of the month that the tax instalment is due.

Notes:

- Taxes must be paid in full before enrolling in either 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'. For monthly PAP taxpayers, the balance shown as 'Past Due' on the tax bill is the amount on the account as of the day the bill was prepared, no payment is required.
- If/when you sell your property, please notify the Town in writing to remove the pre-authorization from the tax roll account.

Please see the next page for Pre-Authorized Payment Plan Application.



Tax Pre-Authorized Payment Plan Application

Please complete this application and return it **with a cheque marked VOID or an account information sheet from your bank** 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 32 Mill Street, Thornbury, ON N0H 2P0
By Fax: 519-599-2474
By e-mail: tax@thebluemountains.ca

- ☐ First Time Application
☐ Application Update

Name(s): _____

Roll Number of Property: 4242-000-0____ - _____-0000

Property Address: _____

Mailing Address (if different from above): _____

Telephone # home: _____ Telephone # work: _____

E-mail: _____

Pick Your Plan (please check one):

- ☐ **Plan #1 – Ten equal monthly instalments from January to October**
(Plan available to November 30th of each year for the next year enrollment.)
- ☐ **Plan #2 - Four regular tax instalments on the due 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: _____