

TOWNSHIP OF TAY: PRE-AUTHORIZED PAYMENT PLAN

What is a "PAP" Plan?

A Pre-authorized Payment Plan allows the Township to automatically withdraw funds from the bank account that you designate to make tax and/or utility (water/wastewater) payments. There is no additional charge by the Township for this method of payment.

This plan addresses the requests by our taxpayers to be able to make payments through their own bank and to have the option of paying on a monthly basis.

Is it Confidential and Safe?

YES! The Township's bank handles all of the payment transactions. Access to your bank account is limited solely to the withdrawal of funds as authorized. Account information with respect to balances and other transactions is not available to the Township.

How does it Work?

Forward your completed authorization certificate to the Treasury Department. If the amount to be withdrawn from your bank account is recalculated, you will be mailed a notification.

OPTION 1

EQUAL MONTHLY PAYMENTS FOR CURRENT TAXES

- Ten monthly installments starting January 1 and ending October 1
- Monthly deduction will be revised on January 1st, based on the previous years total taxes, and again following the passing of the municipal budget (usually the July 1 deduction)

OPTION 2

PAYMENTS ON REGULAR DUE DATE FOR CURRENT TAXES

- Withdrawals made on the due dates indicated on the interim and final tax bills

OPTION 3

MONTHLY PAYMENT OF TAX ARREARS

- Both interim and final tax bills will be issued, and will show the outstanding balance at the time the bills were printed
- Penalty/interest will be added based on past due balances
- Once the account is no longer in arrears, taxpayer can select option 1 or 2

OPTION 4A

PAYMENTS ON REGULAR DUE DATES FOR WATER/WASTEWATER

- Withdrawals made on the 20th day of March, June, September and December

OPTION 4B

PAYMENTS ON 1ST DAY OF EACH MONTH FOR WATER/WASTEWATER

- Monthly withdrawals of 1/3 the residential flat rate on the 1st of each month

OPTION 4C

PAYMENTS ON 20TH DAY OF EACH MONTH FOR WATER/WASTEWATER

- Monthly withdrawals of 1/3 the residential flat rate on the 20th of each month

Frequently Asked Questions

When are the funds transferred from the bank?

On the designated day of the month, unless it is not a banking day, in which case it will be the first banking day following

May I join during the year?

Yes. Your tax and/or water/wastewater account will have to be caught up to where the plans are currently paid to, unless it is on arrears. Contact the Treasury Department for a calculation (534-7248 x 227).

What if I change bank accounts?

Notify the Treasury Department, in writing, as soon as possible and send in a cheque for the new account marked %OID+. We will require at least **seven business days** notification before the withdrawal date to make the necessary adjustments.

What if I miss a payment?

If a transfer is in default due to unavailable funds or a changed account, the taxpayer may be deleted from the plan and the NSF charge (\$50.00 + HST) will be added to the account. The Treasurer has the authority to either accept or reject future applications made by any taxpayer previously terminated from a %AP+plan.

What if I sell the property?

Please notify the Treasury Department, in writing, stating the closing date of the sale/move. This must be done at least 10 days before the next withdrawal. We do not receive such information from the Assessment Office until four to six months following the transaction.

Authorization Certificate

I hereby authorize the Township of Tay to withdraw payments from my bank account: (please select one):

Tax

- Option 1 . Tax Monthly**
Equal monthly payments from January to June; revised equal monthly payments from July to October, withdrawn on the 1st banking day of each month (residential tax customers)
- Option 2 . Tax Installment**
Tax installments withdrawn on the regular due dates
- Option 3 . Arrears Tax**
Monthly payments in the pre-approved amount of \$ _____ to clear my arrears. Payments withdrawn on the 1st banking day of each month

Roll #: _____
 Name: _____
 Signature: _____
 Telephone (day): _____
 Date: _____

VOID Cheque Attached
This authorization may be cancelled any time by written notice.

Water/Wastewater

- Option 4A . Due Date**
Payments withdrawn on regular due dates for water/wastewater
- Option 4B . Monthly on 1st**
Equal monthly payments based on the quarterly flat rate divided by three, withdrawn on the 1st banking day of each month
- Option 4C . Monthly on 20th**
Equal monthly payments based on the quarterly flat rate divided by three, withdrawn on the 20th banking day of each month

Water/Wastewater
Account #: _____
 Name: _____
 Signature: _____
 Telephone (day): _____
 Date: _____

VOID Cheque Attached
This authorization may be cancelled any time by written notice.

Personal information contained on this form/document/application is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy* legislation and will be used for the purpose for which it was collected. Questions about this collection should be directed to the Clerk of the Township of Tay.

TOWNSHIP OF TAY
PRE-AUTHORIZED PAYMENT PLANS ("P.A.P.")

For Tax and Water/Wastewater Accounts



Treasury Department
 P. O. Box 100
 Victoria Harbour, ON L0K 2A0
 705-534-7248 (ext. 227)
 Fax: 705-534-4493