

# TOWNSHIP OF TAY - PREAUTHORIZED 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 and sewer) 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 of balances and other transactions is not available to the Township.

## How does it Work?

Forward your completed authorization certificate to the Township. You will receive a confirmation slip confirming the amount that will be deducted from your bank account. If the amount to be withdrawn from your bank account is recalculated, you will be mailed another confirmation slip.

## OPTION 1

### EQUAL MONTHLY PAYMENTS FOR CURRENT TAXES

- 10 monthly installments starting January 1; last payment October 1
- monthly deduction will be revised on January 1<sup>st</sup>, based on the previous years total taxes, and again following the passing of the municipal budget (estimated June 1 deduction)

## OPTION 2A

### PAYMENTS ON REGULAR DUE DATES FOR WATER AND SEWER

- withdrawals will be made on the 20<sup>th</sup> day of March, June, September and December (or the banking day following)

## OPTION 2B

### PAYMENTS ON 1<sup>st</sup> DAY OF EACH MONTH FOR WATER AND SEWER

- monthly installments based on 1/3 of the residential flat rate

## OPTION 2C

### PAYMENTS ON 20TH DAY OF EACH MONTH FOR WATER AND SEWER

- monthly installments based on 1/3 of the residential flat rate

## OPTION 3

### PAYMENTS ON REGULAR DUE DATES FOR CURRENT TAXES

- Withdrawals will be made on the due dates indicated on the interim and regular tax bills

## OPTION 4

### MONTHLY PAYMENT OF TAX ARREARS

- Once a suitable payment arrangement has been entered into with the Deputy Treasurer, agreed-upon monthly payments will be withdrawn
- 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 existing policy
- Once the account is no longer in arrears, taxpayer would select option 1 or 3.

## 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 account will have to be brought to the amount that it would have been if it had been in the plan since January 1, unless it is in arrears. Contact the Tax office for a calculation (534-7248, x 221).

*Can I join if my tax account is in arrears?*

Yes, under option 4, once you have reached a payment arrangement plan with the Deputy Treasurer (ext. 226).

*What if I change bank accounts?*

Notify the Tax Office, in writing, as soon as possible and send in a cheque from the new account marked "VOID". 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 will be deleted from the plan and the NSF charge (\$15.00) will be added to the tax account. The Treasurer has the authority to either accept or reject future applications made by any taxpayer previously terminated from a "PAP" plan.

*What if I sell the property?*

Please notify the Tax Office in writing stating the closing date of the sale/move. 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):**

- Option 1 - Tax monthly**  
Equal monthly payments from January to May or June; revised equal monthly payments to October, withdrawn on the 1st banking day of each month
- Option 3 - Tax installment**  
Regular tax installments on the regular due dates
- Option 4 - Arrears Tax**  
Monthly payments in the pre-approved amount of \$ \_\_\_\_\_ to clear my arrears. This amount has been discussed and approved by the Township Treasury Department. Payments withdrawn on the 1st banking day of each month.

**Tax Roll#** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_

**Telephone (day):** \_\_\_\_\_

**Date:** \_\_\_\_\_

- VOID Cheque Attached**

*This authorization may be cancelled any time by written notice. Please complete one authorization form for each tax or water/sewer bill you receive.*

- Option 2 A - Water/Sewer**  
Payments on regular due dates for water and sewer

- Option 2 B - Water/Sewer**  
Equal monthly payments based on the quarterly flat rate divided by three, withdrawn on the 1<sup>st</sup> banking day of each month.

- Option 2 C - Water/Sewer**  
Equal monthly payments based on the quarterly flat rate divided by three, withdrawn on the 20<sup>th</sup> banking day of each month.

**Water/Sewer Acct No** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_

**Telephone (day):** \_\_\_\_\_

**Date:** \_\_\_\_\_

- VOID Cheque Attached**

*This authorization may be cancelled any time by written notice. Please complete one authorization form for each tax or water/sewer bill you receive.*

## TOWNSHIP OF TAY

### PRE-AUTHORIZED PAYMENT PLANS ("P.A.P.")

For taxes and water/sewer  
Accounts



Treasury Department  
P. O. Box 100  
Victoria Harbour, On LOK 2A0

705-534-7248 (ext.227)

Fax: 705-534-4493