



TOWNSHIP OF UXBRIDGE

Pre-Authorized Tax Payment Plan (PAP)

The PAP Plan provides for property taxes to be automatically withdrawn from your bank account.

What are the Benefits?

Taxpayers will no longer have to worry about missed due dates or late payment charges. Monthly payments allow for easier budgeting. Once you enroll, you do not have to reapply unless you have a new property within the Township.

Who is eligible?

To be eligible, your property must be fully assessed, and your tax account must be up to date (no arrears).

How do I apply?

- Complete the application on the reverse side. Attach a "VOID" cheque or Bank form.
- Sign the application - ensure that *all* depositors have signed the application if more than one signature is required.
- Return the completed application form and banking information to the

Tax Department.
51 Toronto St. S.
PO Box 190
Uxbridge ON, L9P 1T1 or

tax@uxbridge.ca

Applications received from December 1st to April 30th will start on July 1st or the June installment.

Applications received from May 1st to November 30th will start on January 1st or the February installment

How much will the PAP payments be?

For the Monthly Plan, there are eleven (11) monthly payments from January to November. Once approved, you will be notified of the Interim monthly amounts by letter. The first six (6) installments are estimated. You will receive the Final Tax Bill in June which will indicate the monthly amounts for the remainder of year and the first six (6) months of the next year. An adjustment for your July and subsequent payments will be made to settle your taxes in full by the end of November. There is no withdrawal in December.

For the Installment Plan, you will receive 2 Tax bills: Interim in January and Final in June. The installment amounts will be stated on the bill(s) and withdrawals will be made on the prescribed due dates indicated on the bills.

Can I withdraw from the Plan?

Simply notify the Tax Department in writing as soon as possible. We will ensure that deductions stop at the appropriate time, but written requests need to be received a minimum of fourteen (14) days prior to the next due date of the pre-authorized payment.

What if a payment is missed?

If a payment is returned or dishonored by the bank, the Township will charge a \$50.00 NSF Fee plus penalty interest on the payment. The property owner will be responsible for the replacement payment (the Township will not add it to the next payment). If more than 2 payments in a year are returned OR a replacement payment is not received, enrollment in this plan will be cancelled and the tax account will revert to the regular installment system (taxpayer responsible for payment) and be subject to standard penalty interest charges.

What if I sell my property?

Simply notify the Tax Department in writing as soon as possible, stating the closing date of the sale. We will ensure that deductions stop at the appropriate time, but written requests need to be received a minimum of fourteen (14) days prior to the next due date of the pre-authorized debit. Enrollment in the PAP plan is non-transferable, therefore a new application must be completed if you move within the Township.

How to Change Bank Information?

Any changes to banking information need to be submitted to the Tax Department a minimum of fourteen (14) days prior to the next due date of the pre-authorized payment.

