

## **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The PAP Plan provides for property taxes to be automatically withdrawn from your bank account.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 <u>and</u> 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 1<sup>st</sup> to April 30<sup>th</sup> will start on July 1<sup>st</sup> or the June installment.

Applications received from May 1<sup>st</sup> to November 30<sup>th</sup> will start on January 1<sup>st</sup> 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. vou 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 vear. 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 preauthorized debit. Enrollment in the PAP plan is nontransferable, 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 preauthorized payment.



# **TOWNSHIP OF UXBRIDGE**Pre-Authorized Tax Payment Plan (PAP)

Start Date: MONTHLY January or July INSTALLMENT February or June

Tax Roll #	1	8 2	9	-				-				-						-	0	0	0	(
Property Address:																						
All Property Owner(s):																						
Mailing Address:																						
Phone Nu	mbe	er:																				
PLEASE NOTE: TO JOIN THIS PLAN, YOUR TAX ACCOUNT (INCLUDING ARREARS) MUST BE PAID IN FULL.																						
I/We want t	o enr	oll for	the	follo	win	g P	AP	PLA	N:													
Ва	MONTHLY PLAN – 11 months – January to November – Withdrawn on the first Banking Business Day of the month. Start date – July (Final Tax Bill); January (Interim Tax Bill)														1							
	INSTALLMENT PLAN – 4 Payments - Withdrawn on the Installment due dates. Start date – June (Final Tax Bill); February (Interim Tax Bill)																					
If no option	is ch	ecked	l, you	u wi	ll be	e en	rolle	ed ir	the	е М	ТИС	HL'	ΥP	LAI	۱.							
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TERMS AND CONDITIONS I (we) authorize the Township of Uxbridge (the Township) to debit the account as indicated on the attached "VOID" cheque or Bank form under the terms and conditions agreed to by me (us) with the Township until such time as written notice to the contrary is given. I (we) will check my (our) statement or passbook regularly to confirm that withdrawals are being made in accordance with the authorization and I(we) will report any irregularities to the Township.																						
I (we) warrant	that all	person	(s) wh	nose	signa	ature(	(s) ar	e re	quire	d to s	sign tl	nis ad	ccou	nt ha	ve si	gned	this	agre	emen	t.		
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All property	All property owners must sign:																					
Date:																					_	