

# TOWNSHIP OF SABLES-SPANISH RIVERS

## Pre-Authorized Tax Payment Application Form (Property Taxes)

This agreement is for (check one):  Personal  Business use

**Option 1** – Twelve (12) monthly payments for current year (based on annual taxes).

***Taxpayers must pay all missed instalments if the taxpayer wishes to commence the program at any time after the January 1<sup>st</sup> instalment has been processed.***

Effective Start Date: \_\_\_\_\_

Please choose one of the following:  1<sup>st</sup> day of each month  15<sup>th</sup> day of each month

**Option 2** – Payment on regular instalment due dates (2 payments per year).

**Option 3** – Payment amount to be chosen by you. Twelve (12) monthly payments of your choice.

**\*Penalty & monthly interest applied on outstanding balances\***

Please choose one of the following:  1<sup>st</sup> day of each month  15<sup>th</sup> day of each month

Monthly Withdrawal: \$ \_\_\_\_\_ Effective Start Date: \_\_\_\_\_

**NOTE: A "VOID" cheque or customer account information provided by a financial institution must be enclosed with this authorization**

Tax Roll Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*I/we hereby authorize the Township of Sables-Spanish Rivers, and the financial institution designated, to withdraw payments from my/our bank account to pay property taxes in the manner indicated. This authority is to remain in effect until the Township of Sables-Spanish Rivers has received written notification from me/us of a change or termination.*

Name (Please Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If more than one signature is required on your bank account, all account holders are required to sign this authorization form.*

## Pre-Authorized Tax Payment Plans

### How the program works:

Complete the *Pre-Authorized Tax Payment Application* form. Forms can be obtained at the Township office or from our website, [www.sables-spanish.ca](http://www.sables-spanish.ca). Attach a "VOID" cheque or customer account information provided by a financial institution to the completed application and submit them to the Township of Sables-Spanish Rivers Tax Department at least fifteen (15) business days prior to the start date.

You may mail the completed forms to 11 Birch Lake Rd, Massey, ON, P0P 1P0, email to [inquires@sables-spanish.ca](mailto:inquires@sables-spanish.ca), or submit them in person at the Township office.

For your convenience, we have three Pre-Authorized Payment Plans to choose from.

### Option 1 – 12 Month Plan

Any outstanding balance must be paid in full prior to enrollment in the 12 Month Plan. This option offers taxpayers to pay annual taxes in 12 monthly withdrawals based on calculations performed by the Township of Sables-Spanish Rivers. Taxpayers will receive a notice twice a year to let them know the amount to be withdrawn from their bank account each month: one in December advising what the payments will be starting January based on the previous year's taxes and one in August advising what the payments will be starting in September based on the current year's taxes. Taxpayers may choose to have their payments withdrawn from their bank account on the 1st or the 15th of each month.

### Option 2 – Due Date Plan

Any outstanding balance must be paid in full prior to enrollment in the Due Date Plan. This option offers taxpayers to pay 2 tax payments per year based on the interim and final tax instalments. These payments will be withdrawn from their bank account on each tax instalment due date. Any debit or credits on their tax accounts may alter the amount of their future withdrawals.

### Option 3 – Payment Amount to be chosen by you

This option offers taxpayers to choose the amount to be withdrawn in 12 monthly payments. On this plan, the tax accounts will be charged penalty at the rate of 1.25% on the day following the instalment due date and will be charged interest at the rate of 1.25% on the first day of each month on any outstanding property taxes for as long as the instalment remains unpaid. If at any time the taxpayer wishes to change the amount withdrawn from their bank account, they must submit a new *Pre-Authorized Payment Application* form at least fifteen (15) business days prior to the next withdrawal date. Taxpayers may choose to have their payments withdrawn from their bank account on the 1st or the 15th of each month.

**Terms & Conditions:** If you sell your property and purchase another, your Pre-Authorized Payment Plan is not transferable. The Pre-Authorized Payment Plan must be cancelled by written request for the property you are selling and a new *Pre-Authorized Payment Application* form must be filled out and submitted along with a "VOID" cheque to start payment for the property you are purchasing.

Any changes, including bank information or cancellation requests must be submitted at least fifteen (15) business days prior to the next withdrawal date. Notification must be completed by using the Township's prescribed form. Failure to do so may result in charges if returned by a financial institution.

Per the Township of Sables-Spanish Rivers User Fee By-law, there will be an administration fee charged for all payments returned by a financial institution. These fees will be included in your Pre-Authorized Payment plan. Calculations will be done by the Township of Sables-Spanish Rivers. If the payment withdrawal amount has changed, the Township will send notification at least fifteen (15) calendar days before the next scheduled withdrawal.

Tax accounts with two (2) returned items within a twelve (12) month period will automatically be removed from the Pre-Authorized Payment Plan and the customer will be responsible to pay their property taxes on their own. Where applicable, interest of 1.25% per month will be charged. These tax accounts must be up to date for a period of one year before a new application can be processed.