

# 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 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 with respect to balances and other transactions is not available to the Township.

## How does it Work?

Forward your completed authorization certificate to the Township. If the amount to be withdrawn from your bank account is recalculated, you will be mailed a notification.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 (estimated to effect the June 1 deduction)

## OPTION 2A

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

- Withdrawals made on the 20<sup>th</sup> day of March, June, September and December (or the next banking day)

## OPTION 2B

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

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

## OPTION 2C

### PAYMENTS ON 20<sup>TH</sup> DAY OF EACH MONTH FOR WATER AND SEWER

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

## OPTION 3

### PAYMENTS ON REGULAR DUE DATE FOR CURRENT TAXES

- Withdrawals made on the due dates indicated on the interim and final 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a suitable payment arrangement has been entered into with the Deputy Treasurer, agreed-upon monthly payments will be withdrawn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 can 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 you had been in the plan since January 1, unless it is in arrears. Contact the Tax office for a calculation (534-7248 x 227)

### *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. 223)

### *What if I change bank accounts?*

Notify the Tax Office, in writing, as soon as possible and send in a cheque for 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 (\$50.00 + HST) 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. 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):**

**Option 1 – Tax monthly**  
Equal monthly payments from January to May or June; revised equal monthly payments from June or July to October, withdrawn on the 1<sup>st</sup> banking day of each month

**Option 3 – Tax installment**  
Tax installments withdrawn 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 1<sup>st</sup> banking day of each month

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Payments withdrawn on regular due dates for water and sewer

**Option 2B – 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 2C – 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

Roll 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.*

**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.*

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/Sewer  
Accounts



Treasury Department  
P. O. Box 100  
Victoria Harbour, ON L0K 2A0

705-534-7248 (ext. 227)  
Fax: 705-534-4493