



## Pre-Authorized Payment Plan Terms and Conditions

1. Enrollment occurs twice annually; application submission deadlines are as follows:  
*Interim Notice – November 15<sup>th</sup>*                      *Final Notice – May 31<sup>st</sup>*
2. Tax accounts must be paid up to date and in full to qualify for enrollment and/or continued renewal of the pre-authorized plans.
3. Land-only assessed building lots are not eligible until after the residence or structure has been assessed and supplementary bills have been issued and paid.
4. Monthly payments will be withdrawn on the first business day of each month. The amount will be recalculated after the final billing each year and you will be notified of the change. The amount will recalculate again to start each new year.
5. Interim bills will not be issued for those on the monthly plan.
6. For those on the due date plan, the exact instalment amount will be automatically withdrawn from your account on the four due dates each year.
7. **30 days written notice is required should you wish to cancel from the plan, or to make any changes to your banking information.** If your house is being sold, you must cancel the plan. Please be aware that if you are cancelling from the monthly plan, at certain times of the year you may have a balance outstanding.
8. NSF/returned payments will be charged a \$55.00 fee. If there is a second occurrence, you will be removed from the preauthorized plan.
9. Supplementary tax bills issued due to improvements to properties (additions, pools, etc.) will not be included in the preauthorized withdrawals and must be paid separately. These bills are issued separately and would be clearly marked as a "supplementary".
10. If you have any questions or concerns, please do not hesitate to phone the Tax Department at (519) 632-8800, extension 103.

