

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
AUTHORIZATION FOR PRE-AUTHORIZED TAX PAYMENT PLAN

ROLL NO.: _____

NAME (print): _____

STREET ADDRESS: _____

TELEPHONE NO.: _____

CONCESSION: _____ LOT: _____ WARD: _____

BANK: _____

BRANCH ADDRESS: _____

CHEQUING ACCOUNT NO.: _____

I, as the Account holder, authorize the payee and the above-noted Financial Institution to debit my Account for payment of my property taxes on the 25th day of each month.

DATE: _____ SIGNATURE: _____

- This authorization may be cancelled in writing or by calling 613-256-2064 ext. 305 at least FIVE (5) DAYS prior to any payment date.
- There will be a THIRTY (\$30) DOLLAR service charge for NSF transactions. The service charge is subject to change without notice. Accounts will become ineligible to continue on the Plan after two such transactions.
- Enclose a specimen of your cheque marked "VOID" or a Pre-Authorized Payment Form from the bank.

Questions regarding this Program should be directed to Liz Syme at the Municipal Office at 613-256-2064 ext. 305.

Personal information on this form is collected under the authority of section 312 of the Municipal Act and will be used only to administer a Pre-Authorized Tax Payment Plan providing for the automatic deduction of taxes from your Bank Account. Questions about this collection should be directed to the Municipal Freedom of Information and Privacy Coordinator at 613-256-2064 ext 203.

Dear Proposed Pre-Authorized Tax Payment Plan Participant:

Below is some information pertaining the Pre-Authorized Tax Payment Plan for the Municipality of Mississippi Mills.

1. In order to qualify to participate in the Pre-Authorized Tax Payment Plan, your tax account(s) **cannot** be in arrears.
2. The fiscal year for the Pre-Authorized Tax Payment Plan is October to September (12 payments). This means you will begin making payments towards your year's taxes in October of the previous year. In this way, you will always have enough funds in your Tax Account to cover the tax installments when they become due.
3. Payments for the Pre-Authorized Tax Payment Plan will be withdrawn from your Bank Account on the **25th day of each month**.
4. If joining the Plan part way through the year, the Municipality will calculate the payment amount based on the amount of taxes remaining to be paid divided by the number of months remaining in the cycle of the Plan.
5. The budget for the Municipality is typically set by June of each year. The budget decides what the tax rate is for the year. The tax rate, multiplied by your assessment, equals your annual taxes.

When the current year's taxes are known each year, a recalculation of your Tax Account will be performed. Any resultant tax increase/decrease will be reflected in your July to September payments on the Pre-Authorized Tax Payment Plan.

6. If the Municipality receives notification **twice** of non-sufficient funds (NSF) in your Bank Account to make the required monthly tax payment, the Municipality reserves the right to remove you from the Pre-Authorized Tax Payment Plan.
7. If the Municipality receives notification of non-sufficient funds (NSF) in your Bank Account when it attempts to withdraw the monthly payment, a \$30 service charge will apply. The service charge is subject to change without notice.

If you have any questions on the above information, please do not hesitate to contact Liz Syme at the Municipal Office, 613-256-2064 ext. 305.

October 2023