

Go Paperless!

Step by Step Guide

(Residents)

1. Sign up for e-billing

Scan the QR code below to access the **e-billing enrollment form**, or complete the attached paper copy of the form.

Once completed and submitted, you will start receiving your **water bill** and/or **property taxes** in PDF format in your email.

You will need:

- Name(s) on account
- Mailing Address
- Email address
- Phone number
- Property tax roll number(s) and address(es)
- Water account number(s) and address(es)

Online Form



E-billing benefits:

-  Always have access to your bill in your email
-  Avoid future reprinting fees
-  Reduce waste
-  Reduce tax burden through efficiencies

2. Set up Pre-Authorized Payment Plans (PAPP)

Scan the QR code below to access the **PAPP enrollment form**, or complete the attached paper copy of the form.

Once completed and submitted, we will start receiving **automatic equal monthly payments** for your **water bill** and **property tax** through your bank account.

You will need:

- Name(s) on account
- Home address
- Email address
- Phone number
- Property tax roll number(s)
- Water account number(s)
- Your Direct Deposit information or a void cheque

Online Form



PAPP benefits:

-  Predictable personal budgeting
-  Save time and money
-  Secure
-  Reduces tax burden through efficiencies

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(Residents)

3. Use bank transfers

If you don't qualify for PAPP, want to set up a different payment frequency, or need to make additional payments, you can also directly transfer funds to the Municipality through your bank.

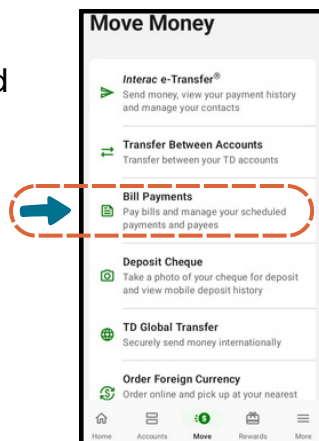
You will need:

- Your full property tax roll number
- The first six numbers of your water account
- The name of the Municipal payee account
 - "Mississippi Mills (TWN) – Taxes" or
 - "Mississippi Mills (TWN) – Water"

Example (TD Bank's mobile app):

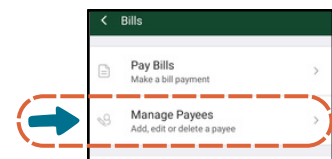
Step 1:

On your preferred banking app or website, find "Bill Payments" or "Pay a Bill"

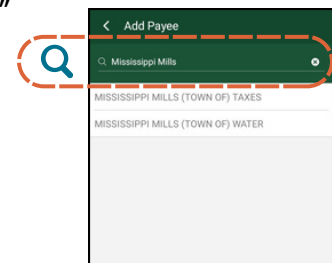


Step 2:

Add the Municipality as a Payee.



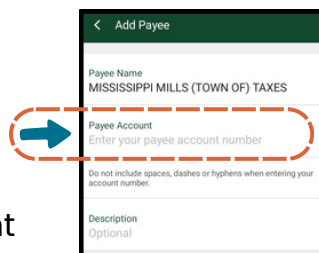
When adding a Payee, search for "Mississippi Mills."



Select the account you want to pay – Taxes or Water.

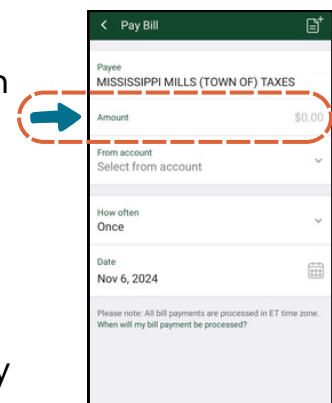
Step 3:

Once you've selected the Municipal account you want to pay, enter a Payee Account Number.



Step 4:

Select how much to send, from which of your bank accounts, and how often.



Now you can pay for your bills online.

For property taxes, enter your full roll number.

For water bills, enter only the first six digits of your water account.

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(Reimbursements,
vendors, and
community groups)

4. Sign up for Electronic Fund Transfers (EFT)

If you receive reimbursements for municipal programs, are a vendor/supplier who **invoices** the Municipality, or a community group set to receive **grants** from the Municipality, this one is for you.

Scan the QR code below to access the **EFT enrollment form**, or complete the attached paper copy of the form.

You will need:

- Your banking information or a void cheque
- The address of your bank location

Once completed and submitted, any payments from the Municipality will automatically be deposited into your bank account.

Fillable PDF



EFT benefits:



Get funds quickly



Secure



Save time and money



Reduces tax burden through efficiencies



THE CORPORATION OF THE
MUNICIPALITY OF MISSISSIPPI MILLS



**E-BILLING
ENROLLMENT FORM**

If you would like to receive your future bills by email, instead of by mail, please complete this form and submit it to the Municipality. **In doing so, you acknowledge that tracking and paying the bills by the due date and notifying the municipality of email address changes remain the responsibility of the account owner.**

Please sign me up for the following e-billing services:

Tax bills Water bills (Check boxes that apply)

NAME(S) ON ACCOUNT: _____

CURRENT MAILING ADDRESS: _____

MUNICIPAL ADDRESS(ES): _____

PROPERTY TAX ROLL NUMBER(S): _____

WATER ACCOUNT NUMBER(S): _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____

HOW IT WORKS - You will receive an email with the basic details of your account with a PDF attachment of the complete bill. If you do not receive a bill, please check your junk/ spam folder. Please note that we are not set up to accept payment, and you cannot view your account information via our website. Payment options continue to include, cash or cheque in person or by mail, debit or after hours drop box at the municipal office, pre-authorized payment plan, in person at most banks, on-line banking, or telebanking.

Email your completed form to **tax@mississippimills.ca** or return it to the municipal office.

Personal information on this form is collected under the authority of the Municipal Act and will be used only to administer paperless billing via emails. Questions about this collection should be directed to the Municipal Freedom of Information and Privacy Coordinator at 613-256-2064.

Dear Proposed Pre-Authorized Payment Plan Participant:

Below is some information pertaining the **Pre-Authorized Payment Plans** (PAPP) for the Municipality of Mississippi Mills.

How to enroll in the PAPP

To enroll in one or both Pre-Authorized Payment Plans (Tax and/or Water), please:

1. Review the information below to understand how each plan works.
2. Decide which plan(s) you would like to enroll in.
3. Submit the following to the Municipality in person or by email to tax@mississippimills.ca – at least FIVE (5) business days before withdrawal date or you will be added to the next payment cycle:
 - A **completed application form** (attached)
 - A **“VOID” cheque or Pre-Authorized Payment form** from your financial institution

Eligibility Requirements

To qualify for the Tax PAPP and/or Water PAPP:

- Your tax and/or water account(s) must be in good standing (no arrears)
- You must be the current property owner
- Your property must be fully assessed by MPAC

How the plans work

- **Tax Pre-Authorized Payment Plan**
 - The fiscal year for the Tax PAPP 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.
 - Payments for the Tax PAPP will be withdrawn from your Bank Account on the **25th day of each month**.
 - If joining the Tax PAPP at the beginning of the cycle (October), the Municipality will calculate the payment amount based on the previous years total taxes divided by 12.
 - If joining the Tax PAPP 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.
 - 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 Tax PAPP.
- **Water Pre-Authorized Payment Plan**
 - Payments for the Water PAPP will be withdrawn from your bank account on the **due date** (to be determined each billing cycle).
 - Each withdrawal will be for the **full amount due**. You will receive a copy of your bill in advance indicating the amount that will be withdrawn.

Non-Sufficient Funds (NSF) Payments

- If the Municipality receives notification of NSF in your Bank Account when it attempts to withdraw payments, a service charge will apply based on the current fees and charges by-law.
- If the Municipality receives notification **twice** of NSF in your Bank Account to make the required payments, the Municipality reserves the right to remove you from its PAPP service(s).

Cancelling or Updating Banking Information

- Requests must be submitted to the municipality in writing (email or letter).
- Requests must be received at least FIVE (5) business days prior to a withdrawal date.

If you have any questions on the above information, please do not hesitate to contact the Municipality of Mississippi Mills Tax Department: **613-256-2064** or tax@mississippimills.ca.



THE CORPORATION OF THE
MUNICIPALITY OF MISSISSIPPI MILLS



**AUTHORIZATION FOR PRE-
AUTHORIZED PAYMENT PLANS**

Please sign me up for the following Pre-Authorized Payment Plans (PAPP):

Tax PAPP Water PAPP (Check boxes that apply)

TAX ROLL NUMBER: _____

WATER ACCOUNT NUMBER(S): _____

NAME (PLEASE PRINT): _____

STREET ADDRESS: _____

For no street address, fill out: CONCESSION: _____ LOT: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

I, as the Account holder, (please check boxes)...

- have read the first page of this agreement and agree to the terms and conditions of the plans(s)**
- 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, and/or for the payment of my water bill on the bill due date.**

DATE: _____ SIGNATURE: _____

Please also sign me up for Paperless Billing/Statements:

Paperless Tax Bills Paperless Water Bills (Check boxes that apply)

Leave this section blank if would like to continue receiving your bills by letter mail (**a \$2 fee will apply to each mailed item**). By checking a box, you consent to receiving emails with the basic details of your account with the complete bill as a PDF to the email address provided above. If you do not receive a bill, please check your junk/spam folder. **As a PAPP program participant, no further action will be required to pay the bill.**

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 Payment Plan providing for the automatic deduction of taxes and/or water amounts from your Bank Account. Questions about this collection should be directed to the Municipal Freedom of Information and Privacy Coordinator at 613-256-2064.

