

Dear Proposed Pre-Authorized Payment Plan Participant:

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

1. In order to qualify to participate in the **Tax PAPP** and/or the **Water PAPP**, your tax and/or water account(s) **cannot** be in arrears.
2. 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.
3. Payments for the **Tax PAPP** will be withdrawn from your Bank Account on the **25th day of each month**.
4. Payments for the **Water PAPP** will be withdrawn from your bank account on the **due date** (to be determined each billing) and will be for the **full amount due**. You will receive a copy of your bill in advance indicating the amount that will be withdrawn
5. 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.

6. 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.
7. If the Municipality receives notification **twice** of non-sufficient funds (NSF) in your Bank Account to make the required payments, the Municipality reserves the right to remove you from its PAPP service(s).
8. If the Municipality receives notification of non-sufficient funds (NSF) in your Bank Account when it attempts to withdraw payments, a \$33 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.

Updated April 2025



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: _____

BANK: _____ BRANCH ADDRESS: _____

CHEQUING ACCOUNT NUMBER: _____

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, and/or for payment of my water account on the water bill due date.

DATE: _____ SIGNATURE: _____

- This authorization may be cancelled in writing or by calling 613-256-2064 at least FIVE (5) DAYS prior to any payment date.
- There will be a \$33 service charge for Non-Sufficient Funds (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 the Municipal Office at 613-256-2064. Email your completed form to **esyne@mississippimills.ca** or return it to the municipal office.

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.