

# 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.

Online Form



E-billing benefits:



Always have access to your bill in your email



Reduce waste



Avoid future reprinting fees



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.

Fillable PDF



PAPP benefits:



Predictable personal budgeting



Secure



Save time and money



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.

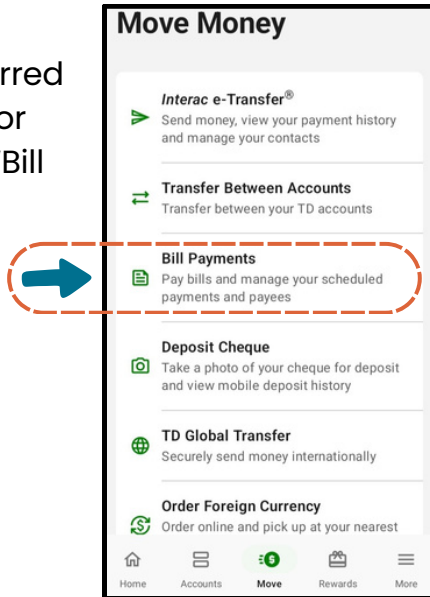
#### You will need:

- 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"

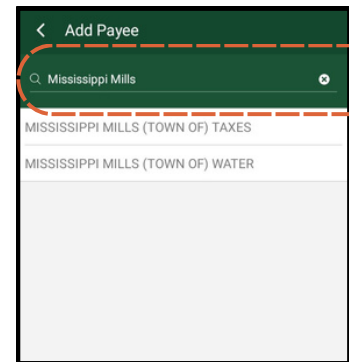
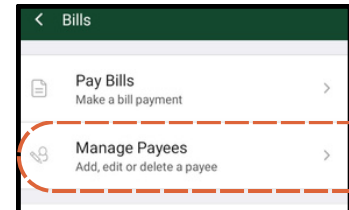


#### Step 2:

Add the Municipality as a Payee.

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

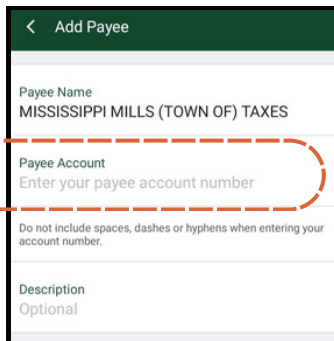
Select the account you want to pay - Taxes or Water.



#### Step 3:

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

**For property taxes**, enter your full roll number.

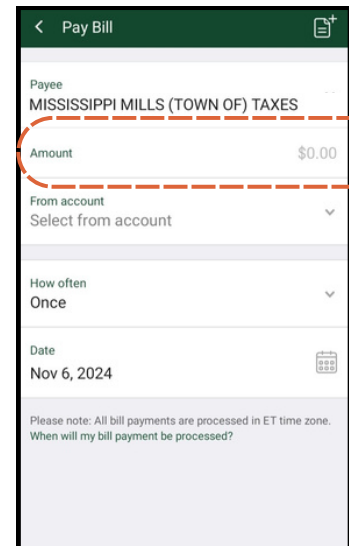


**For water bills**, enter only the first six digits of your water account.

#### Step 4:

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

Now you can pay for your bills online.



# Go Paperless!

## Step by Step Guide

(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 ext 203.*

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 ext. 305.

*Updated December 2024*



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 ext. 305 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 ext. 305. Email your completed form to [esyne@mississippimills.ca](mailto: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 ext 203.*



THE CORPORATION OF THE  
MUNICIPALITY OF MISSISSIPPI MILLS  
**ELECTRONIC FUND TRANSFER (EFT)  
CONSENT FORM**



I hereby consent and give The Municipality of Mississippi Mills the authorization to use the attached banking information to process electronic payment(s) directly to my organization's bank account through the use of Electronic Funds Transfer (EFT). I also agree to update the Municipality of Mississippi Mills should any of the banking information below change.

Instructions: Please complete [Part One](#) and [Part Two](#).

**Part One – Remittance Information**

Supplier/Vendor Name:	
Supplier/Vendor Contact Name:	Phone: (____) ____-____ x ____
Print Name and Title of Signing Authority:	Phone: (____) ____-____ x ____
Authorized Signature:	

Please complete the following for payment details:

- Phone number: ( \_ \_ \_ ) \_ \_ \_ - \_ \_ \_ \_ **AND** Email address: \_\_\_\_\_
- No remittance advice necessary.

**Part Two – Payment Information**

To ensure the accuracy of our account information, **you must attach a void cheque or direct deposit information form** from your bank and complete the following:

Name of Financial Institution	
Address of Financial Institution	

Account Information (CAD \$ Account):

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Institution #

--	--	--	--	--	--

Transit #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account #

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 the Municipal Act and will be used only to administer Electronic Fund Transfers. Questions about this collection should be directed to the Municipal Freedom of Information and Privacy Coordinator at 613-256-2064 ext 203.*