

# The Corporation of The Township of Stone Mills

4504 County Road 4, Centreville, Ontario K0K 1N0  
Tel. (613) 378-2475 Fax. (613) 378-0033  
Website: [www.stonemills.com](http://www.stonemills.com)



## **PREAUTHORIZED PAYMENT OPTIONS FOR PROPERTY TAXES**

### **Important Information**

- Property taxes cannot be past-due or in arrears.
- Each roll number must be applied for on an individual basis
- Applications are valid for succeeding years unless cancelled, in writing, a minimum of 10 working days in advance of the withdrawal by either you or the Township
- The plan will be cancelled if one returned item in a year is received, NSF charges will apply
- The Township will not cancel and re activate a PAP for a one month timeframe unless there is a change in banking required and this request comes in writing.
- There will be no penalty charged on tax accounts on PAP plans on Options 1, 2 or 3 unless and NSF occurs and you are removed from the plan
- If a supplemental bill or a write-off bill is generated on your tax account please note this will not be adjusted on your PAP plan and you will need to make alternate arrangements for your payment or refund from those bills.

### **Option # 1 – 12 monthly Payments 30<sup>th</sup> of the month**

This monthly payment plan withdraws money from your bank account based on the EFT notices for property taxes only. It begins on January 30<sup>st</sup> of each year and continues on the 30<sup>st</sup> of each month from January to December. January to June payments are based on 50% of the previous year's levy, and July – December payments are adjusted to reflect any increase/decrease in the current years total levy.

### **Option # 2 – 12 monthly Payments 15<sup>th</sup> of the month**

This monthly payment plan withdraws money from your bank account based on the EFT notices for property taxes only. It begins on January 15<sup>th</sup> of each year and continues on the 15<sup>th</sup> of each month from January to December. January to June payments are based on 50% of the previous year's levy, and July – December payments are adjusted to reflect any increase/decrease in the current year's total levy.

### **Option # 3 – Installment Due Date Payments**

The amount due for each installment on their effective due date (4 annually) will be withdrawn from your bank account. You will still receive your interim and final bills showing you the amount due and the installment due dates.

### **Option # 4 – Arrears payments**

This option is only available to tax accounts that are three years in arrears. Penalty will continue to be charged on a monthly basis and a flat amount will be withdrawn on either the 15<sup>th</sup> or the 30<sup>th</sup> of the month from January to December. Once the balance is paid up the current taxes you will be required to change your options and chose from Option 1, 2 or 3. To be on this plan you must have approval from the Treasurer and agree to the plan in writing.

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Municipal use only	Effective Date: _____	Plan # _____
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Option # 1- 30<sup>th</sup> of month       Option # 2-15<sup>th</sup> of month

Option # 3- Due Date       Option #4 -Arrears \$ \_\_\_\_\_  15<sup>th</sup>  30<sup>th</sup>

**Please attach a sample cheque marked 'VOID'.**

Assessment Roll Number : 11-24-\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - 0000

Name(s) on Tax Bill: \_\_\_\_\_  
 \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Service Address: \_\_\_\_\_

Telephone Number Home: \_\_\_\_\_ Work: \_\_\_\_\_

I/we the undersigned hereby authorize the Township of Stone Mills and the financial institution designated by attaching our void cheque, to begin deductions for my/our preauthorized payment. It is acknowledged that in order to revoke this Authorization the Customer must provide written notice to the Township of Stone Mills a minimum of 10 working days in advance of the withdrawal. This Authorization may be cancelled at any time provided a minimum of 10 working days' notice is given in writing by the Customer to the Township of Stone Mills or the Township of Stone Mills to the Customer. This Authorization applies only to a method of payment and cancellation of this Authorization does not mean that the Customer's contractual obligations to the Township of Stone Mills are ended. The Customer will notify the Township of Stone Mills promptly in writing if there is any change in the information listed above.

Print Name	Signature	Date
Print Name	Signature	Date
Print Name	Signature	Date