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## Pre-Authorized Tax Payment Plan Terms and Conditions

The Municipality of Centre Hastings Pre-Authorized Tax Payment Plans offer you two (2) easy ways to pay your taxes with some added benefits.

### Monthly Payment Plan

- ❖ 12 equal payments to be paid January thru December
- ❖ Monthly payments are due on the 30th of each month only
- ❖ Monthly payments must be paid by automatic debit from taxpayer's bank account
- ❖ To qualify, all property taxes must be paid in full
- ❖ January – June payments are based on 50% of the previous year's tax levy
- ❖ July – December payments are adjusted to reflect any increase/decrease in the current year's total levy
- ❖ Final tax bills will include adjusted monthly payments for July thru December
- ❖ On this program you will NOT receive an interim tax bill

### Regular Installment Payment Plan

- ❖ Interim and final installments are withdrawn on each regular installment due date (interim payments are usually the last Friday in February and April, and the final payments are the last Friday in July and September)

### Enrollment, Bank Account Changes and Plan Cancellation

To enroll, make changes to your application or withdraw from the plan, your application or written notice is required a minimum of 15 days prior to the next scheduled payment date.

Delivery of the authorization to the payee constitutes delivery by you to the branch of the financial institution at which you maintain an account and that such financial institution is not required to verify that the payment(s) are drawn in accordance with this authorization. Termination of this authorization does/may not terminate the contract for goods and services exchanged.

### Selling your Property?

Your pre-authorized plan is NOT transferable. You must complete a new application form for your new home and cancel the application when you sell your home. Upon cancellation, all unpaid taxes become due and will be subject to an interest charge of 1.25 per cent on the first day of the following month and each month thereafter, until paid.

### Supplementary Taxes and Additional Tax Bills

Tax bills issued for supplementary assessments and additional charges will NOT be withdrawn automatically. They must, however, be paid by the due date indicated on those bills or your account will be removed from the pre-authorized payment plan.

### Penalties/Arrears

An administrative fee of \$25.00 will be applied to your account for payments not cleared by your financial institution. If the payment is not replaced in the specified time, you will be notified that your account has been removed from the pre-authorized payment plan.

**Your account must remain current when on the plan. At such time as your account is in arrears you will be notified that your account has been removed from the pre-authorized payment plan.**

### Termination

The Municipality of Centre Hastings may, at its sole option, cancel or suspend the right to pay the tax account pursuant to this authorization.

- ❖ Without notice if any cheque or other order is not paid by the financial institution;
- ❖ Without notice if any electronic transfer is not completed by 3 business days; or
- ❖ Otherwise on ten (10) days notice.
- ❖ Without notice if any electronic transfer is not completed by 3 business days; or
- ❖ Otherwise on ten (10) days notice.