

Pre-authorized Tax Payment Plan Application Form

Plan Type:

Monthly Plan (10 payments – Jan to Oct) **Instalment Plan** (4 payments – Feb, April, June, Sept)

Start Month: _____ Year: _____

Eligibility:

- Property must be fully assessed for a full year.
- All Taxes must be paid in full prior to the enrollment deadline.

We require a written request by the 15th day of the month to make changes or to cancel this program.

Assessment Roll No: _____

Property Owners - I/We*: _____
Name(s)

Property Location: _____

Home Tel: _____ **Cell/Bus.Tel:** _____

Email: _____

I/We accept the Terms and Conditions defined and hereby authorize, the Corporation of the Town of Halton Hills to debit my/our bank account. *For joint accounts, all depositors must sign if more than one signature is required on cheques issued against the account.

Signature(s)

Date

Please attach a VOID Cheque or Direct Deposit Form

(A chequeing account cannot be a line of credit account)

**Please submit completed application by mail, dropped off or email to:
Town of Halton Hills, 1 Halton Hills Drive, Halton Hills, (Georgetown) ON L7G 5G2**

Personal information on this form is collected under the authority of Section 342 of the Municipal Act, and By-law No 2007-0005, as amended. The information is used for the purpose of processing and maintaining a record of individuals participating in the program.



Town of Halton Hills
1 Halton Hills Drive
Halton Hills ON L7G 5G2
www.haltonhills.ca

Pre-Authorized Tax Payment Plans

Terms and Conditions: These Terms and Conditions are subject to change.

The Town of Halton Hills has two (2) plans available:

- 1) **Monthly Plan** – 10 payments (January to October) - Account must be up to date.
- 2) **Instalment Plan** – withdrawn automatically on each due date during the year.
(February, April, June, and September) - Account must be up to date.

Payments are withdrawn on the LAST business day of each month.

The withdrawal schedule is sent in May on the Final Bill, this is your official receipt. Please retain for income tax purposes.

Enrollment:

Please submit one application form per property. Enrollment in the pre-authorized payment plan is automatically renewed each year.

You May Enroll if:

- you do not pay your taxes with the mortgage.
- your property is fully assessed.
- your tax account is up to date prior to your desired start date.

Changes or cancelation:

A written notice is required by the 15th day of the month in order to make changes or cancel the plan. A new void cheque or direct deposit form must be submitted for any bank account changes.

Sale of Property - Moving:

If you are moving within the Town of Halton Hills, the plan is NOT TRANSFERABLE. You must cancel your present plan in writing and complete a new application form and provide a new VOID cheque.

Additional Charges:

- Supplementary/Omitted billings added to the tax account for New Construction or Improvements will not form part of a property tax plan. A separate Bill will be mailed, and must be paid separately
- POA fines, Property Standard charges or Water Arrears added to your tax Roll, must be separately, if not paid will be removed off the plan.

Arrears/Overdue Taxes, Returned Payment & Penalties:

- An administrative fee will be applied to your account for payments not honored by your financial institution. Any overdue tax balance shall be subject to penalties. We do not resubmit the returned payment to the bank, it must be paid separately. You will be removed from the plan, if payment is not made on returned payments.
- Accounts that have two (2) withdrawals that have not been honored by the bank, during the same taxation year, will be removed from the property tax payment plan.
- Your account must remain current when on the program. If your account goes into arrears at any point, you will be removed from the program, and you will be issued a regular Due Date Billing.

Questions regarding the above plans may be directed to the Taxation Department
Monday to Friday 8:30am to 4:30pm