



TOWNSHIP OF UXBRIDGE

Pre-Authorized Tax Payment Plan (PAP)

The PAP Plan provides for property taxes to be automatically withdrawn from your bank account.

What are the Benefits?

Taxpayers will no longer have to worry about missed due dates or late payment charges. Monthly payments allow for easier budgeting. Once you enroll, you do not have to reapply unless you have a new property within the Township.

Who is eligible?

To be eligible, your property must be fully assessed and your tax account must be up to date (no arrears).

How do I apply?

- Complete the application on the reverse side. Attach a "VOID" cheque or Bank form.
- Sign the application - ensure that *all* depositors have signed the application if more than one signature is required.
- Return the completed application form and banking information to the

Tax Department.
51 Toronto St. S.,
Uxbridge ON, L9P 1T1 or

tax@uxbridge.ca

Applications received from December 1st to April 30th will start on July 1st.

Applications received from May 1st to November 30th will start on January 1st.

How much will the PAP payments be?

For the Monthly Plan, there are eleven (11) monthly payments from January to November. Once approved by the Tax Department, you will be notified of the Interim monthly amounts by letter. The first six (6) installments are estimated. You will receive the Final Tax Bill in June which will indicate the monthly amounts for the remainder of the year and the first six (6) months of the next year. There is no withdrawal in December.

For the Installment Plan, you will receive two (2) Tax bills: Interim in January and Final in June. The installment amounts will be stated on the bill(s) and withdrawals will be made on the prescribed due dates indicated on the bills.

Can I withdraw from the Plan?

Simply notify the Tax Department in writing as soon as possible. We will ensure that deductions stop at the appropriate time, but written requests need to be received a minimum of fourteen (14) days prior to the next due-date of the pre-authorized payment.

What if a payment is missed?

If a payment is returned or dishonoured by the bank, the Township will charge a \$50.00 NSF Fee plus penalty interest on the payment. The property owner will be responsible for the replacement payment (the Township will not add it to the next payment). If more than two (2) payments in a year are returned OR a replacement payment is not received, enrollment in this plan will be cancelled and the tax account will revert to the regular installment system (taxpayer responsible for payment) and be subject to standard penalty interest charges.

What if I sell my property?

Simply notify the Tax Department in writing as soon as possible, stating the closing date of the sale. We will ensure that deductions stop at the appropriate time, but written requests need to be received a minimum of fourteen (14) days prior to the next due-date of the pre-authorized debit. Enrollment in the PAP plan is non-transferable, therefore a new application must be completed if you move within the Township.

How to Change Bank Information?

Any changes to banking information need to be submitted to the Tax Department a minimum of fourteen (14) days prior to the next due date of the pre-authorized payment.



TOWNSHIP OF UXBRIDGE

Pre-Authorized Tax Payment Plan (PAP)

Start Date: _____

Tax Roll #	1	8	2	9	-				-									-	0	0	0	0
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Property Address: _____

Property Owner(s): _____

Mailing Address: _____

Phone Number: _____

PLEASE NOTE: TO JOIN THIS PLAN, YOUR TAX ACCOUNT (INCLUDING ARREARS) MUST BE PAID IN FULL.

I/We want to enroll for the following PAP PLAN:

- MONTHLY PLAN – 11 months – January to November – Withdrawn on the first Banking Business day of the month.
- INSTALLMENT PLAN – 4 Payments - Withdrawn on the Installment due dates.

If no option is checked, you will be enrolled in the **MONTHLY PLAN**.

- Personal Cheque * marked "VOID" or Bank Form is attached.
*We are not able to accept savings, line of credit accounts or credit card cheques.

TERMS AND CONDITIONS

I (we) authorize the Township of Uxbridge (the Township) to debit the account as indicated on the attached "VOID" cheque or Bank form under the terms and conditions agreed to by me (us) with the Township until such time as written notice to the contrary is given. I (we) will check my (our) statement or passbook regularly to confirm that withdrawals are being made in accordance with the authorization and I(we) will report any irregularities to the Township.

I (we) warrant that all person(s) whose signature(s) are required to sign this account have signed this agreement.

I (we) acknowledge that delivery of authorization to the Township constitutes delivery by me (us) to the branch of the financial institution at which I (we) maintain an account and that such financial institution is not required to verify that the payment(s) are withdrawn in accordance with this authorization.

I (we) acknowledge that this authorization is for the property noted above, and is non-transferable. I (we) will reapply for pre-authorized payments on a new property if within the Township.

I (we) will notify the Township in writing a minimum of fourteen (14) days prior to the next due date of the pre-authorized debit of any changes in the account information or termination of this authorization.

I (we) acknowledge that if any of my (our) pre-authorized payments do not clear through my (our) bank account, the Township will charge me (us) a \$50.00 NSF fee and interest penalty charges on the payment. I (we) acknowledge that after two (2) payments in a year have been returned or dishonoured by my (our) bank OR if no replacement cheque is received after the first returned payment, I (we) will be removed from the Pre-Authorized Payment Plan and returned to the regular installment system and my (our) tax account will be subject to standard penalty interest charges.

Please sign name(s) _____

Date _____

Township of Uxbridge documents are available in alternate formats upon request. Please fill out the Accessibility Request for Alternate Formats Form at www.uxbridge.ca or contact the Accessibility Coordinator at 905-852-9181 or at accessibility@uxbridg.ca