



TAX PAYMENTS - "Pre-Authorized Payment Plan"

For your convenience, The Town of Parry Sound has made the **pre-authorized payment plan (PAP)** available for paying your taxes which (with your permission) will authorize your bank to make a monthly payment to the Town of Parry Sound directly from your bank account, the same as offered by your Cable TV or Public Utilities Company.

How does the PAP Work?

The pre-authorized payment plan will begin in February of the current tax year. It will consist of 10 monthly payments, with the first 5 monthly payments (February through June) being approximately one tenth of your previous year's total tax levy on the property. The next 5 monthly payments (July through November) will be re-calculated based on the current year's total tax levy (Final Tax Levy) less the first 5 payments (Interim Tax Levy) already made.

Only ratepayers that do not have any tax arrears will be allowed to enroll in this PAP plan.

Payments will be withdrawn on the last business day or 15th of each of the 10 months and credited to your account. You may cancel the PAP plan provided that written notice is given at least 14 days prior to a payment date. Property owners who sign up for this program are responsible and have a duty to notify the Town's tax department if they are planning to sell their property. ***Any debits to your account that are not honoured by the bank will be subject to a returned item charge and will result in the cancellation of your PAP plan with the Town.***

Will you still receive Property Tax Bills?

Yes, you will still receive an Interim Tax Bill and a Final Tax Bill each year, however this will be a statement only for your records. An additional payment will not be required. Please note Supplementary Tax Bills cannot be included in the PAP calculation and therefore must be paid by the ratepayer using another payment method.

How do you sign up for PAP?

If you are interested, please complete the form provided on the back of this notification or you may obtain an application form by contacting the tax office @ 705-746-2101, Ext. 232 or 235. (Applications are available at the Municipal Office, 52 Seguin Street, Parry Sound or visit our website @ www.townofparrysound.com under Municipal Departments, "Tax Department".)

- Complete and sign the application form, indicating the first payment date. (Insert Month/Year)
- If more than one signature is required on the chequing account, all must sign the application.
- Include an unsigned cheque marked "VOID" with the application.
- Mail or deliver the application and voided cheque to the Town of Parry Sound, 52 Seguin Street, Parry Sound, ON P2A 1B4.
- New applications must be received 14 days prior to the first payment date. Applications received too late to process the payment will still accepted, however you will be required to pay any missed payments upon submission of this application.

Other Tax Payment Options:

The taxpayer still has the option to stay with the 4 regular installment due dates as provided on the tax bills. These payments can be made by mail, online using your personal computer or over the counter at 52 Seguin Street, Parry Sound, Ontario P2A 1B4.

Terms & Conditions

1. I (We) authorize the payee to debit my (our) account as indicated on the attached “VOID” cheque under the terms and conditions agreed to by me (us) with the payee until such time as written notice to the contrary is given.
2. I (We) acknowledge that delivery of my (our) authorization to the payee 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 drawn in accordance with this authorization.
3. I (We) **will notify the payee in writing** of any changes in the account information or termination of this authorization 14 days prior to the next due date of the pre-authorized debit.
4. A non-sufficient funds fee will be charged by the Corporation of the Town of Parry Sound in the event any cheque or other order is not paid by the financial institution or any electronic transfer is not completed due to insufficient funds in the account or any other reason.
5. I (We) warrant that all persons whose signature(s) are required to sign on this account have signed this agreement.
6. The Corporation of the Town of Parry Sound, may, at its sole option, cancel or suspend the right to pay the tax account pursuant to the 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; or
 - Otherwise, on 14 days notice.
7. Only ratepayers with no arrears will be allowed to enroll in this pre-authorized plan.
8. Ten monthly payments. This plan runs from **February to November** each year with ten payments due on the last business day (or 15th) of the month. The first 5 pre-authorized debits (February through June) will be approximately one tenth of the previous year’s total tax levy. After the final tax bills are calculated in July, the next 5 pre-authorized debits (July through November) will be adjusted to reflect the current year’s tax rate and assessed value.

Questions or Concerns

If you require additional information please contact the Tax Office at 705-746-2101, ext. 232 or 235. Our office hours are 8:30 am to 4:30 pm, Monday to Friday. Our e-mail address is rbeaumont@townofparrysound.com or tbolwerk@townofparrysound.com

**Town of Parry Sound
Pre-Authorized Plan Application Form**

I (We), the undersigned agree to the terms & conditions as outlined on this form and hereby authorize the financial institution (identified below) to draw monthly payments from the account (identified below), payable to the Town of Parry Sound for the payment of property taxes.

Name _____

CivicAddress _____ Residence Tel # () _____

Assessment Roll#4932- _____ Daytime Tel # () _____

Financial Institution _____

Please Indicate the Date Effective (earliest being February):

Effective on the 15th of _____, 20____. (or) Last Business Day of _____, 20____.

Signature # 1 _____ Date _____

Signature #2 _____ Date _____

(IF MORE THAN ONE SIGNATURE IS REQUIRED ON THE ACCOUNT, ALL MUST SIGN)
Important: A cheque marked ‘VOID’ must be returned along with the completed agreement.

***Once registered, you will automatically be enrolled in subsequent years, unless you notify the Town of Parry Sound Tax Office. 14 days written notice must be provided to cancel or change the plan. The 14 days notice**

also applies to any changes to your banking information.