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## PRE-AUTHORIZED TAX PAYMENT PLAN

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- 1) Taxpayers of the Town of St. Paul shall have the right to enter into a Pre-Authorized Tax Payment Plan to provide for the payment of property taxes and local improvements in equal monthly installments from January to December in any year.
- 2) The Plan shall commence on January 1<sup>st</sup> of each year provided that all property taxes, local improvement taxes, tax arrears and penalties are fully paid on or before December 31<sup>st</sup> of the preceding year.
- 3) Those joining the Pre-Authorized Payment Plan may choose a monthly payment date of either the 15<sup>th</sup> day of each month or the last day of each month.
- 4) Payment shall be based on an amount equal to the prior year's levy.
- 5) If the amount of current year's taxes is more than the previous year's levy, the difference shall be calculated and the remaining monthly payments for the year will be adjusted to reflect the increase.

If the amount of current year's taxes is less than the previous year's levy, the difference shall be calculated and the remaining monthly payments for the year will be adjusted to reflect the decrease.

- 6) No interest or discount will be credited to the taxpayer for payments made between January 1<sup>st</sup> and June 30<sup>th</sup> and no penalty will be levied against the balances from July 1<sup>st</sup> to December 31<sup>st</sup>.
- 7) The Municipal Administrator may cancel a taxpayer's privilege of continuing in the Plan if two installments fail to be honored in any year. The unpaid balance of taxes, if any, shall then be due and payable in full within thirty (30) days and shall be subject to the penalty provisions, which are normally calculated for unpaid taxes.
- 8) Taxpayers must join the Pre-Authorized Property Tax Payment Plan prior to December 31<sup>st</sup> for the following year. Applications received after January 1<sup>st</sup> in any year will be considered for the following year.

**9) *In the event of a sale of the above noted property, or a change in bank accounts, it is your responsibility to immediately notify the Town Office to arrange for cancellation or transfer of the plan.***

Roll # \_\_\_\_\_ Starting on \_\_\_\_\_

Your monthly tax payment will be \_\_\_\_\_

**In the event of a NSF, RETURNED OR FROZEN ACCOUNT, the privilege of pre-authorized tax debt will be revoked immediately.**

## PRE-AUTHORIZED TAX PAYMENT PLAN APPLICATION

Roll Number: \_\_\_\_\_ Estimated Tax Levy: \_\_\_\_\_

Pre-authorized monthly tax payments: \_\_\_\_\_

Name(s): \_\_\_\_\_

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

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_

I/we hereby authorize my/our bank:

- To debit my/our account as per the attached “**void**” cheque for all estimated property taxes payable to the Town of St. Paul on the: (check one)

15<sup>th</sup> day of each month beginning January 15

Last day of each month beginning January 31

- The treatment of each payment shall be the same as if I/we had personally issued a cheque authorizing payment as indicated and to debit the amount specified to my/our account
- This authorization may be cancelled at any time upon written notice by me/us

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please note:** In the event of a sale of the above noted property, or a change in bank accounts, it is your responsibility to immediately notify the Taxation Section at the Town Office to arrange for cancellation or transfer of the plan.

**In the event of a NSF, RETURNED OR FROZEN ACCOUNT, the privilege of pre-authorized tax debt will be revoked immediately.**