

WHAT IS A "PAP" PLAN?

A pre-authorized payment (PAP) plan authorizes the Township of Oro-Medonte to automatically withdraw funds from the bank account you designate to make tax payments. There are no fees for joining the plan.

The Township has three plans:

PLAN # 1 - MONTHLY:

- ◆ for properties and businesses who are **NOT** in arrears
- ◆ notification will be mailed to you in December advising you of your monthly payments
- ◆ the formula used to calculate your monthly payments is your previous year's taxes multiplied by estimated percent increase minus any credit balance divided by ten (the number of payments in the year) to be withdrawn on the last working day of each month for approximately the first five months of the year
- ◆ no interim tax bill will be issued; the Township will send you a Final Tax Notice which will indicate your total tax levy for the year, this will be the only documentation you will receive for income tax purposes
- ◆ once the tax rate is set for the current year, a subscriber statement detailing the total taxes levied for the year minus payments divided by the remaining months will be your new monthly payment to be withdrawn to and including October

- ◆ any credit balances will be taken into account in calculating your equal payments for the next year
- ◆ any additional tax bill during the year due to assessment changes will be due on date(s) indicated and reflected in following year's PAP amount
- ◆ there will be no interest or discount credited for payments made while on the plan

PLAN # 2 - DUE DATES:

- ◆ for properties and businesses who are **NOT** in arrears
- ◆ withdrawals will be made on the due dates indicated on the interim and final tax bills

PLAN # 3 - ARREARS:

- ◆ for properties and businesses who **HAVE** tax arrears
- ◆ must enter into a payment schedule that has been approved
- ◆ agreed-upon monthly payments will be withdrawn on last working day of each month
- ◆ both interim and regular tax bills will be issued
- ◆ penalty/interest will be added based on existing policy
- ◆ once the tax account is current, the taxpayer may choose one of the other options available

WHAT ARE THE BENEFITS?

1. No missed due dates

2. In the event of postal disruption, illness or vacation, your payments will still be made
3. Easier budgeting
4. Savings on postal charges
5. Once you have enrolled in a plan, you do not have to reapply for subsequent years

HOW DO I JOIN?

Complete the "Authorization Form" as attached.

Attach a cheque marked "VOID" from the account you wish used for withdrawal purposes.

Ensure all persons authorized to sign on that account have also signed the Authorization Form.

Remove the attached form and mail it to:

Township of Oro-Medonte
Treasury Department
148 Line 7 South
Oro-Medonte, Ontario
L0L 2E0

If you have more than one tax address, please complete one form for each property.

WHAT IF I SELL THE PROPERTY OR MOVE MY BUSINESS?

Notify the Treasury Department, in writing, as soon as possible, stating the closing date of the sale/move. We will insure that deductions stop at the appropriate time. We will require **at least ten business days** to do so. There will be a \$30.00 administration fee if we do not receive notification. If you are purchasing a new property within the municipality we will require a new Autohization Form.

WHAT IF I CHANGE BANK ACCOUNTS?

Notify the Treasury Department, in writing, as soon as possible and send in a cheque from the new account marked "VOID". We will require **at least ten business days** notification to make the necessary adjustments. There will be a \$30.00 administration fee if notification is not received on time.

WHAT IF I MISS A PAYMENT?

If a transfer is in default due to unavailable funds, the taxpayer will be deleted from the plan and an Administrative fee of \$30.00 will be added to the tax account. The Township Tax Collector has the authority to either accept or reject future applications made by any taxpayer previously terminated from a "PAP" plan.

WHAT IF I WISH TO CANCEL MY ENROLLMENT IN THE PLAN?

Notify the Treasury Department, in writing, as soon as possible. We will require **at least ten business days** notification to cancel any further payments from being withdrawn from your account. You will be responsible for any outstanding taxes on account. Penalty/interest will be added based on existing policy.

IS IT CONFIDENTIAL AND SAFE?

YES! The Township's bank handles all of the payment transactions. Access to your bank account is limited solely to the withdrawal of the tax payment funds as authorized. Account information of balances and other transactions is not available to the Township.

You have certain recourse right if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on your recourse rights, you may contact your financial institution or visit www.cdnpay.ca.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE TREASURY DEPARTMENT AT:

(705) 487-2171

WE WILL BE PLEASED TO ASSIST YOU!!



PRE-AUTHORIZED

PAYMENT ("PAP")

PLANS FOR TAXES

**FINANCE DEPARTMENT
148 Line 7 South
ORO-MEDONTE, ONTARIO
L0L 2E0**

Phone: (705) 487-2171

Fax: (705) 487-0133