



## Finance Department - Tax Branch **PRE-AUTHORIZED PAYMENT PROGRAM**

### **HOW DOES THE PRE-AUTHORIZED PAYMENT (PAP) PROGRAM WORK?**

- **10 MONTH PLAN**

Property taxes are paid each year by 10 withdrawals from your financial institution account. Each payment is withdrawn on the 10th of each month with the first installment starting November 10, 2016 until August 10, 2017. The account is reconciled based on the actual 2017 taxes, less the ten (10) monthly payments that you have made. This information will be provided with your Final tax bill that is issued in July. If there is a balance owing, the amount will be automatically withdrawn from your bank account on September 10th. If there is a credit, it will be used to reduce the following year's payment. Each October, you will be notified in writing of the new payment amount.

- **INSTALMENT PLAN**

Property taxes will be paid each year by 2 withdrawals from your financial institution account; 1 installment in March for the Interim Tax Bill and 1 installment in August for the Final Tax Bill.

### **HOW DO I SIGN UP FOR PAP?**

To qualify, all taxes must be paid in full. Please complete the PAP application form which can be obtained from the Town office or online at [www.bracebridge.ca](http://www.bracebridge.ca). Upon receipt of your application form, we will calculate your payment and send you notification outlining what your monthly payment will be.

- Complete and sign the application form.
- Include an unsigned blank cheque marked "VOID" with your application.
- E-mail, mail or deliver the signed application and void cheque to the address below.
- Applications must be received 10 days prior to the first payment date of November 10, 2016.

### **WHAT IF I WANT TO SIGN UP FOR THE MONTHLY PLAN AFTER THE NOVEMBER START DATE?**

Mid-year applications are accepted as long as there is no outstanding balance on the account. You will have the option of catching up on the missed payments, or having a higher payment calculated by dividing your tax estimate by the remaining months in the plan. Call us for more details.

### **IT IS CONFIDENTIAL AND SAFE**

The Town'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 and balances are not available to the Town.

### **IF YOU MISS A PAYMENT**

If a payment is returned by the bank for any reason, you will be subject to an administrative charge and applicable penalties. If we receive three NSF payments, your enrollment in the Pre-Authorized Payment Plan will be terminated.

### **IF YOU CHANGE YOUR BANK ACCOUNT**

It is your responsibility to notify the Tax Branch in writing, and provide a void cheque for the new account. We require at least ten (10) business days notification to make the necessary adjustments.

### **IF YOU WISH TO CANCEL YOUR ENROLLMENT**

If for any reason, you wish to be removed from the payment plan, YOU MUST notify the Tax Branch in writing at least ten (10) days before the next scheduled withdrawal date.

### **ARREARS / CUSTOM PLAN**

Twelve (12) equal payments are withdrawn on the last business day of each month. The taxpayer determines the monthly payment amount. Penalty/interest will be added to any outstanding tax balance. Please contact the Tax Collector for more details about this plan and to find out if you qualify.

**For further inquiries, please contact the Tax Branch at:**

The Corporation of the Town of Bracebridge  
1000 Taylor Court Bracebridge, Ontario P1L 1R6  
Phone (705) 645-6319 ext. 222 Fax (705) 645-1262 [cwagner@bracebridge.ca](mailto:cwagner@bracebridge.ca)