



## PROPERTY TAX CONSENT FORM

The City of St Thomas offers residents the opportunity to receive tax bills by email, rather than regular mail. Please fill out this consent form, sign, and return by email to: [propertytax@stthomas.ca](mailto:propertytax@stthomas.ca).

The City of St Thomas will use reasonable means to protect the security and confidentiality of email information sent and received. However, because of the risks associated with email communication, the municipality cannot guarantee the security and confidentiality of email communication and will not be liable for improper disclosure of confidential information. For this reason, the customer must consent to the use of email for delivery of municipal notices.

Consent to the use of email for the delivery of municipal notices includes agreement with the following:

1. Failure to receive an emailed municipal notice does not release me from my responsibility to pay any charges specified on the notice, or any penalties which may be incurred by late payment.
2. I will inform the City of St Thomas of any change in my email address as soon as possible, to prevent the misdirection of notices and reduce the risk of my not receiving a notice.
3. I may withdraw from email delivery at any time. To do so I will inform the City of St Thomas, and all notices which were previously emailed to me will be sent by regular mail.

### CUSTOMER ACKNOWLEDGEMENT AND CONSENT

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Roll Number(s) \_\_\_\_\_

*I acknowledge that I have read and fully understand this document, and consent to the delivery of property tax bills and municipal notices from the City of St Thomas to me by email.*

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Office of the City Treasurer  
P. O. Box 520, City Hall  
St. Thomas, On. N5P 3V7



www.stthomas.ca  
Telephone (519) 631-1680 ext 4400  
Fax (519) 633-9019

545 Talbot Street • P.O Box 520 • City Hall • St. Thomas • Ontario N5P 3V7

MONTHLY  
PRE-AUTHORIZED TAX PAYMENT PLAN  
GUIDELINES

- The pre-authorized tax payment plan is available to all property taxpayers whose tax account is paid up to date.
- Withdrawals come out the LAST BUSINESS DAY of every month and there are no service fees for this plan.
- Your monthly withdrawal is adjusted twice per year. A letter will be mailed to you in November with your monthly withdrawal from November to the following June (based on 1/12<sup>th</sup> of the current year's taxes). You will receive the final tax bill in July with your monthly withdrawal from July to October which reflects any changes in your yearly taxes.
- Final tax bills mailed in July should be kept for income tax purposes.
- Supplementary tax billings issued in the current year for additional taxes as a result of additions or improvements will be due and payable as issued.
- Monthly withdrawals will be adjusted to reflect any tax reductions due to assessment changes.
- It is YOUR responsibility to terminate the authorization if your bank account changes.
- It is YOUR responsibility to terminate the authorization if the property is sold.
- Any withdrawals returned due to non-sufficient funds will be subject to a \$25.00 administration fee. The City has the discretion to remove the account from the pre-authorized plan at any time due to returned payments.

Withdrawal Amount : \_\_\_\_\_ Commencing : \_\_\_\_\_

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