

MONTHLY : Pre-authorized Tax Payment Plan

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



Email ar@stthomas.ca
 Telephone (519) 631-1680 ext 4400
 Fax (519) 633-9019

NAME: _____

PROPERTY ADDRESS: _____

Note: The withdrawal comes out the **last business day** of each month and there are **no service fees** for this plan. **This plan does not cover supplementary billings. All arrears must be paid in full prior to implementation.**

We hereby authorize my/our financial institution to debit my/our account indicated below (or attached) for all property taxes payable for Municipal and Educational purposes.

XXXX <div style="text-align: center; font-size: 1.2em; font-weight: bold;">---VOID---</div> XXXX See attached VOID cheque.
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ACCOUNT CHANGE ONLY (check box)

This authorization may be cancelled at any time upon written notice by the undersigned.

SIGNATURE: _____ **DATE:** _____

TELEPHONE #: _____ **EMAIL:** _____

Contact the Treasury Office at 519 631-1680 ext 4400 for more information.

FOR OFFICE USE ONLY													
First Withdrawal :													
Commencing :													
Account Number :													
Roll Number:				-					-				

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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 1/12th 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 : _____