



Corporation of the Township of North Kawartha

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## Pre-authorized Tax Payment Plans

The Township of North Kawartha's Pre-authorized Tax Payment Plan offers you two easy ways to pay your taxes:

### 1. Monthly Installment Plan

- 10 installment payments to be paid January through October
- Payments are withdrawn on the 15th or 27th of each month
- Payments must be paid by automatic debit from taxpayer's bank account
- Property taxes cannot be past-due or in arrears
- January through July installments are calculated on the previous year's tax levy/ies  
August through October installments are adjusted to reflect the increase/decrease in the current year's total levy
- Letters will be sent in December and July to advise of the change to the amount

### 2. Regular Installment Plan

- Interim and final installments are withdrawn on each regular installment due date.

You will continue to receive your tax bills for information only and it will be noted that you are on a Pre-authorized Payment Plan

Enrollment, Bank Account Changes and Plan Cancellation

To enroll a Preauthorized Tax Payment Application is required. For bank account changes, cancellation of the PAP tax payment plan or any other changes, a written notice is required.

Selling your property?

Your pre-authorized program is not transferable. You must complete a new application form for your new home and cancel the application when you sell your home.

Supplementary Taxes and Additional Charges

Tax bills issued for Supplementary assessments and additional charges will not be withdrawn automatically.

They must however, be paid by the due date indicated on these bills or the account will be removed from the preauthorized plan.

Penalties

A charge of \$25.00 will be applied to your account for payments not cleared by your financial institution. In addition, a penalty of 1.25% may apply. If the payment is not replaced in the specified time or if you have three returned items, you will be notified that your account has been removed from the pre-authorized plan. Your account must be in current standing for one year in order to re-enroll in the plan.

**Pre-Authorized Tax Payment Plan Application**

To enroll in one of the Township of North Kawartha's pre-authorized tax payment plans, please complete the form below and return it to the municipal office together with a void cheque, two weeks prior to the first anticipated withdrawal date.

Contact: Dianna Everson

Email: [d.everson@northkawartha.ca](mailto:d.everson@northkawartha.ca)

I (We) hereby authorize the Township of North Kawartha to process a debit in paper, electronic or other form from my (our) account. The treatment of each payment shall be the same as if I (We) had personally issued a cheque authorizing payment and to debit this amount from my (our) account.

I (We) understand the new charges, such as supplementary and omitted assessments (for improvements or new construction) or outstanding charges added to the tax roll (throughout the year) are not included in the plan and they must be paid for as they become due.

I (We) have attached a personal void cheque and have indicated below the plan the I (we) wish to participate in:

**Please choose your pre-authorized payment plan: \***

- Due Dates for each installment of the interim and final tax bills
- Monthly Installments (10 monthly payments from January to October withdrawn on the 27th day of each month or the next business day
- Monthly Installments (10 monthly payments from January to October withdrawn on the 15th day of each month or the next business day

I (We) acknowledge the Terms and Conditions of the Plan and that Cancellation of this plan must given in writing by myself (ourselves) or agent acting on my (our) behalf, 10 days prior to the next transaction.

**Roll Number: 1536**

**Names (s):**

**Names (s):**

**Mailing Address:**

**Telephone Home:**

**Telephone Business:**

**Start Date:**

**All owners must sign. \*Any account requiring two signatures must have the same two signatures on this application form.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

**For Office Use Only**

Current Calculated Amount:

Date Entered:

Initial: