

TOWNSHIP OF SEGUIN

Pre-Authorized Tax Payment Plan

For your convenience, the Township of Seguin is pleased to introduce a pre-authorized payment plan (PAP) for paying your taxes.

How does the PAP work?

The pre-authorized payment plan will begin in January for the current year's taxes. It will consist of 11 equal monthly payments, being approximately one eleventh of your previous year's total tax levy on the property. In June of each year, the Township will recalculate your payment plan and adjust the July to November payments to reflect the current year's actual taxes. There will be no PAP payments processed in the month of December.

PLEASE NOTE that only ratepayers that do not have any tax arrears will be allowed to enroll in this PAP plan.

Payments will be withdrawn on the 15th of each of the 11 months and credited to your tax account.

You may cancel the PAP plan provided that written notice is given at least 14 days prior to a payment date.

Property owners who sign up for this program are responsible and have a duty to notify the Township's tax department if they are planning to sell their property.

Any monthly payments that are not honoured by your bank will be subject to a returned item charge of \$30.00 and will result in the immediate cancellation of your PAP plan with the Township.

Will I still receive Property Tax Bills?

Yes, you will still receive an interim bill and a final bill each year; however this will be a statement only for your records. An additional payment will not be required. Please note that supplementary tax bills cannot be included in the PAP calculation and therefore must be paid by the ratepayer using another payment method.

How do I sign up for PAP?

If you are interested, please complete the form provided on the back of this notification. You may also obtain further copies of the form from the Township Office or online at www.seguin.ca

- Complete and sign the application form.
- If more than one signature is required on your bank account, all signatories must sign the application.
- Include an unsigned blank cheque marked "VOID" with your application.
- Mail or deliver the signed application and void cheque to:

Township of Seguin – PAP Plan,
5 Humphrey Drive, R.R. #2,
Parry Sound, Ontario P2A 2W8.

- To enroll in the current month your application must be received by the 10th. Applications received after the 10th will be processed the following month only if all payment due dates have been met and all outstanding amounts are paid.

Upon receipt of your application form, we will calculate your payment plan and send you a notification outlining your January to October payments. Your re-adjusted payment schedule for July to November will be sent to you in June.

Other Tax Payment Options:

All taxpayers still have the option to stay with the 4 regular installment due dates as provided on the tax bills. These payments can be made by mail, through online or telephone banking, or in person at the Township Office during regular business hours. We also offer an automatic installment payment option (ATIW) as well. Please contact our office or visit our website at www.seguin.ca for additional information and an application form for this payment option.

**Township of Seguin
Pre-Authorized Payment Plan
Terms & Conditions**

1. I (We) authorize the payee to debit my (our) account as indicated on the attached "VOID" cheque under the terms and conditions agreed to by me (us) with the payee until such time as written notice to the contrary is given.
2. I (We) acknowledge that delivery of my (our) authorization to the payee constitutes delivery by me (us) to the branch of the financial institution at which I (we) maintain an account, and that such financial institution is not required to verify that the payment(s) are drawn in accordance with this authorization.
3. I (We) will notify the payee in writing of any changes in the account information or termination of this authorization 14 days prior to the next due date of the pre-authorized debit.
4. A charge of \$30.00 will be made by the Corporation of the Township of Seguin (and added to my tax account) in the event any cheque or other order is not paid by the financial institution or any electronic transfer is not completed due to insufficient funds in the account or any other reason.
5. I (We) warrant that all persons whose signature(s) are requested to sign on this account have signed this agreement.
6. The Corporation of the Township of Seguin, may, at its sole option, cancel or suspend the right to pay the tax account pursuant to the authorization:
 - Without notice if any cheque or other order is not paid by the financial institution;
 - Without notice if any electronic transfer is not completed; or
 - Otherwise, on 14 days notice.
7. Only ratepayers with no arrears will be allowed to enroll in this pre-authorized plan.
8. This PAP plan consists of 10 equal monthly payments, being approximately one tenth of your previous year's total tax levy on the property, commencing in January of each year. In November of each year, the Township will process a 'catch-up' payment, equal to the difference between the actual calculated Final Tax Bill for the year less the 10 monthly payments. There will be no PAP payments processed in the month of December.

Questions or Concerns

If you require additional information please contact the Township Office at 1-877-473-4846 between 8:30 am and 4:30 pm, Monday to Friday, or by email to kmarshall@seguin.ca .

OFFICE USE ONLY

ACCOUNT # _____

A/C BALANCE _____

DATE RECEIVED _____

PAP AMOUNT _____

**Township of Seguin
Pre-Authorized Monthly Payment Plan Application Form**

I (We), the undersigned agree to the terms & conditions as outlined on this form and hereby authorize the financial institution (identified below) to draw monthly payments from the account (identified below), payable to the Township of Seguin for the payment of property taxes.

Name _____

Mailing Address _____

Civic Address _____

Home Phone Number _____ Work Phone Number _____

Cell Phone Number _____ Cottage Phone Number _____

Email _____

Roll Number 49-03 _____

Financial Institution _____

Signature _____ Date _____

Signature _____ Date _____

(IF APPLICABLE -IF MORE THAN ONE SIGNATURE IS REQUIRED ON THE ACCOUNT, ALL MUST SIGN)

Important: PLEASE ENCLOSE A BLANK CHEQUE MARKED "VOID" with your application.

****Once registered, you will automatically be enrolled in subsequent years, unless you notify the Township of Seguin Treasury Department. 14 days written notice must be provided to cancel or change the plan, including any changes to your banking information.***