



The Corporation of the  
City of North Bay

200 McIntyre St., East  
North Bay, Ontario  
Canada P1B 8V6

Tel: (705) 474-0400  
Fax: (705) 495-2378

propertytaxes@northbay.ca

Property Roll Number \_\_\_\_\_

Account Number \_\_\_\_\_

**CITY OF NORTH BAY**

**TAX PRE-AUTHORIZED PAYMENT PLAN APPLICATION**

Please return to:

City of North Bay Tax Dept., 200 McIntyre St. E., North Bay, On P1B 8V6

or fax with copy of VOID cheque to (705) 495-2378

or email to propertytaxes@northbay.ca

MONTHLY PLAN ____ 1 <sup>st</sup> ____ 15 <sup>th</sup>	INSTALLMENT PLAN ____	ARREARS PLAN ____ 1 <sup>st</sup> ____ 15 <sup>th</sup>
- 12 Months (January to December)	- 2 withdrawals per year (March and July)	- 12 Months (January to December)

AMOUNT \$

Name(s) \_\_\_\_\_ Telephone Home: \_\_\_\_\_

Property Address \_\_\_\_\_ Telephone Work: \_\_\_\_\_

I/We, the undersigned, hereby authorize the City of North Bay to debit my/our account, per attached VOID cheque for payment of municipal taxes.

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE ATTACH A VOID CHEQUE**

*Personal information on this form is collected under the authority of Section 342 of the Municipal Act, 2001, S.O. 2001, C.25 (as amended), and will be used to determine eligibility for enrolment in a Pre-Authorized Payment Plan for automatic bank withdrawals to remit taxes to the City of North Bay.*

**Questions relating to the Program should be directed to Customer Service 705-474-0400 or customerservice@northbay.ca**

**PLAN OPTIONS:-**

**MONTHLY** - for properties that are NOT in arrears:

- The Plan runs from January to December of each year - 12 monthly payments.
- The first six payments (January to June) are based on the previous year's taxes. The remaining 6 payments (July to December) are adjusted to reflect any changes to taxes due to tax rate or assessment related changes.
- There are two withdrawal dates available -FIRST (1ST) or FIFTEENTH (15TH) of each month.
- Final Tax Bill will be mailed in June and will indicate your total taxes for the year and is sent for your information only. -DO NOT PAY. Please retain the bill for income tax purposes. A recalculated payment schedule will be included with the final bill outlining the 6 remaining payments for the year.

**DUE DATES** - for properties that are NOT in arrears:

- Payments in the amount of the levy are withdrawn directly from your bank account on the dates indicated on the interim and final tax bills.

**ARREARS** - for properties who have tax arrears:

- Ratepayer must enter into an acceptable payment schedule with the Supervisor of Revenues & Taxation 705-474-0626 ext. 2128.
- Agreed upon monthly payments will be withdrawn on the 1st or the 15th of each month
- Interim and final tax bills and delinquent statements will be issued
- Penalty/interest will be added based on existing policy
- Once the account is paid-to-date, ratepayer will have the opportunity to choose either the Monthly or Due Date option as noted above.

**ENROLLMENT:**

- To enroll, complete the attached Pre-Authorized Payment Plan application form.
- Attach a cheque from the account you wish used for withdrawal purposes marked VOID.
- Once registered in either plan, you will automatically be enrolled in subsequent years.
- The payment plan is not transferable to another property. A new application must be completed for each property.
- Upon entry into the program, a payment schedule will be mailed advising of payment details for that billing period.

#### MISSED /RETURNED PAYMENTS:

- An administration fee will be charged if funds are returned by the bank. [User Fees](#)
- A returned item notification will be sent reflecting the amount and due date required for replacement. If payment is not received by the specified date, the next month's withdrawal will incorporate the replacement total as well as the required monthly payment.
- The City Treasurer may cancel the privilege of continuing in the plan if two (2) concurrent installments fail to be honoured in the taxation year.
- The unpaid balance of taxes shall be subject to penalties if overdue.

#### CHANGE INFORMATION:

- All changes to your pre-authorized payment information i.e. bank account changes, mailing address changes must be received prior to the 15th of each Month.
- A cheque marked VOID for the new bank account must accompany the Notice.

#### CHANGE OF OWNERSHIP /CANCELLATION:

- Written notice is required by the 15th of the month to cancel the Pre-Authorized Payment Plan for any reason. Cancellation/change forms are available at the Tax Department , local lawyers' offices and on the City of North Bay website -[www.cityofnorthbay.ca](http://www.cityofnorthbay.ca) .
- Failure to provide the appropriate notice may result in the continuance of future withdrawals from your bank account.
- If we are not notified by the property owner or lawyers, the Pre-Authorized Payment Plan will be cancelled immediately upon receipt of notification of change of ownership.

**Effective July 1<sup>st</sup> 2010, fees may be subject to change with the implementation of the Harmonized Sales Tax (HST).**