



Account Number _____

TAX PRE-AUTHORIZED PAYMENT PLAN APPLICATION

or email to propertytaxes@northbay.ca

AMOUNT \$

PLEASE ATTACH A VOID CHEQUE

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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- Payments in the amount of the levy are withdrawn directly from your bank account on the dates indicated on the interim and final tax bills.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- Agreed upon monthly payments will be withdrawn on the 1st or the 15th of each month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.
- 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.
- The Pre-Authorized Payment Plan application is not transferable to other properties in your ownership. In the event of a severance on your property or the acquisition of a new property, you will be required to enter into a new Pre-Authorized Payment Plan with us. This will require a separate application form to be filled out with a new void cheque provided to us.

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