



PROPERTY TAX MONTHLY PAYMENT PLAN APPLICATION

Tax Roll Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

1. APPLICANT INFORMATION

Form with two rows for applicant information: First Name, Last Name, and Contact Telephone Number or Email Address.

2. BANKING INFORMATION

What type of banking account will your monthly property tax payments be withdrawn from?

Personal  Business

Are you providing a void cheque or pre-authorized form obtained from your financial institution with this application?

Void Cheque  Pre-Authorized Form

3. CALCULATE PAYMENT PRIOR TO CURRENT YEAR LEVY

Prior Year Property Tax Levy \$ \_\_\_\_\_
Monthly Payment = Tax ÷ 12 \$ \_\_\_\_\_

This will be your monthly payment amount from January to June – starting the last banking day of January

CALCULATE PAYMENT - CURRENT YEAR LEVY

Current Year Property Tax Levy \$ \_\_\_\_\_
Monthly Payment = Tax ÷ 12 \$ \_\_\_\_\_
Payment for January 1 - Current Month \$ \_\_\_\_\_
Monthly Payment - balance of year \$ \_\_\_\_\_

This will be your monthly payment amount until December – starting the last banking day of \_\_\_\_\_



#### 4. APPLICANT SIGNATURE

I/We agree to the terms and conditions outlined below

Signature: _____	Date: _____
Signature _____	Date _____

I/We confirm that the above tax account is not in arrears.

I/We authorize the TOWN OF HANNA to debit my (our) account as indicated by the attached "VOID" cheque or financial institution pre-authorized form. This authority will remain in effect until I/We or the Town of Hanna notifies the other of termination. Payments will be withdrawn on the last banking day of each month – starting in January until December.

Payments will continue annually based on the following method. For the first six months of the year, the taxpayer shall pay a monthly payment equivalent to one twelfth (1/12) of the previous year's current levy. For the last six months of the current year the taxpayer shall make monthly payments equivalent to one sixth (1/6) of the balance remaining.

The authority to debit my (our) account is non-transferable. The application pertains to the property noted on the form. Payments stop if the property is sold. A new application is required for a new property.

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#### ADDITIONAL INFORMATION

- Bylaw No. 1011.-2020 provides for the payment of taxes by installments, provided arrangements are made prior to August 31<sup>st</sup> each year. The initial payment must equal the missed installments from January 1 to the application date.
- Installment payments will not be allowed on payment of taxes in arrears.
- Please note that your payment will be deducted early the morning of the last banking day of each month. Therefore, sufficient funds or bank approved overdraft protection must be available at that time to avoid non-sufficient funds (NSF) or returned payment charges.
- If at any time the direct debit is not available due to insufficient funds, the right to pay by installment is cancelled for the current year and the remaining taxes become due and payable and are subject to applicable penalties.
- No penalties will be applied unless a payment is not available due to insufficient funds.

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#### OFFICE USE ONLY

- \_\_\_\_\_ Mais – Maintain Master > Legal Tab > River Lot > Input the letter M
- \_\_\_\_\_ Mais – Maintain Master > Misc Tab > Penalty & Discount Exempt
- \_\_\_\_\_ Mais – Pre-Authorized Module > Maintain Client
- \_\_\_\_\_ Excel – W:\12 Administration\TAXES\PRE-AUTHORIZED PAYMENT PLAN (TAXES)
- \_\_\_\_\_ RBC Royal Bank – update banking information if required.

w:\12 administration\legal master documents\pre-authorized payment forms

