



## Pre-Authorized Payment Plan For Property Taxes

### What is a Pre-Authorized Payment plan?

A Pre-Authorized Payment Plan allows the Township of Tiny to automatically withdraw funds from your bank account for the purpose of making payments to your property tax account. There is no surcharge for this method of payment.

### How the Payment Plan works:

#### Option 1: Monthly Payment Plan

- Eligible for properties that are **not** in arrears – the tax account must be paid up to date before enrollment in the payment plan will commence
- 12-month payment plan with payments withdrawn on the 21<sup>st</sup> of each month or the next business day if the 21<sup>st</sup> falls on a weekend or holiday
- The first five (5) months of payments are based on the previous year's taxes divided by 12, resulting in five (5) equal monthly payments from January to May
- The final tax bill is issued in May using the current year's assessment value multiplied by the current year's tax rate. The remaining tax balance at the time of final billing is divided into six (6) equal monthly payments from June to November
- December's withdrawal amount may vary slightly as it will settle up any additional balances or credits on the account

#### Option 2: Due Date Payment Plan

- Eligible for properties that are **not** in arrears – the tax account must be paid up to date before enrollment in the payment plan will commence
- Withdrawals will be made on the Due Dates indicated on the interim and final tax bills in the amount indicated on the bills

### How to update banking information while on a PAP plan?

In order to change the banking information while on a Pre-Authorized payment plan, the bank account holder must provide 30 days written notice to the Treasury Department. Any bank account changes will require a new void cheque or direct withdrawal form.

### How to cancel a PAP plan?

In order to cancel your Pre-Authorized payment plan, the bank account holder must provide 30 days written notice to the Treasury Department. Any past due balances at the time of cancellation will immediately become due in order to prevent any interest/penalty charges.

### What if a payment does not clear the Financial Institution?

If a payment does not clear your bank account for any reason, an administration charge based on the Fees & Charges By-Law will be imposed. The uncollected payment along with the administration charge will need to be paid no later than the 10th of the following month or withdrawal amounts will be recalculated to include the uncollected payment. A second occurrence will result in an automatic removal from the pre-authorized payment plan and re-enrollment in a payment plan will not be permitted for a period of two years from the date of removal.



**Tiny**  
TOWNSHIP OF/CANTON DE

130 Balm Beach Road West, Tiny, Ontario, L0L 2J0  
P 705-526-4204 | F 705-526-2372 | www.tiny.ca

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## Pre-Authorized Payment Plan Enrollment Form

- Select One:**  Monthly on the 21st (12 Month Plan)  
 Due Date (3 Times per year on scheduled Due Dates)

Property Tax Roll Number: 4368 000 \_\_\_\_\_ 0000

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

Property Owner Name: \_\_\_\_\_

Municipal Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(STREET) (CITY)

\_\_\_\_\_  
(PROVINCE)

\_\_\_\_\_  
(POSTAL CODE)

I hereby authorize the Township of Tiny to debit the attached Canadian bank account for Township of Tiny property taxes.

\_\_\_\_\_  
Signature of Bank Account Holder

\_\_\_\_\_  
Date

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**\*\*A "VOID" cheque or direct withdrawal form must be attached to this completed form\*\***

**Please save this document to your computer and  
email it to [taxdepartment@tiny.ca](mailto:taxdepartment@tiny.ca)**

Notice of Collection: Personal information contained on this form is collected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of processing this request. Questions about this collection should be directed to the Treasurer.