



Pre-Authorized Payment Plan For Property Taxes/ Water Accounts

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 and/or water account. There is no surcharge for this method of payment.

How the Payment Plan works:

Option 1: Monthly Payment Plan - Taxes

- 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- 12-month payment plan with payments withdrawn on the 21st of each month or the next business day if the 21st falls on a weekend or holiday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 - Taxes

- 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

Option 3: Due Date Payment Plan - Water

- Eligible for properties that are **not** in arrears – the water 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 water bill 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 in order to remain on the pre-authorized payment plan. A second occurrence will result in an automatic removal from the plan and re-enrollment will not be permitted for a period of two years from the date of removal.



Tiny
TOWNSHIP OF/CANTON DE

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Pre-Authorized Payment Plan Enrollment Form

PROPERTY TAXES

WATER

Select One: Monthly on the 21st (12 Month Plan)

Due Date (4 times per year on scheduled Due Dates)

Due Date (3 Times per year on scheduled Due Dates)

Property Tax Roll Number: 4368 000 _____ 0000

Water Account Number: _____

Start Date: _____

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 payments noted above.

Signature of Bank Account Holder

Date

****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**

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.