



## MUNICIPALITY OF DYSART ET AL PRE-AUTHORIZED PAYMENT PLAN INSTALMENT PLAN ON THE TAX DUE DATES

Beginning in 2009, a pre-authorized payment option for the **instalment due dates** will be available for property taxpayers. If you are interested in signing up for this program, the agreement form can be downloaded from our website or picked up at our office at 135 Maple Avenue in Haliburton. **Deadline is fifteen (15) days** prior to the due date for the completed form to be received at the Municipality of Dysart et al's tax office in order for deductions to be made in time for the next tax bill payment.

### BENEFITS OF THE PRE-AUTHORIZED PAYMENT PLAN:

- Never worry about missing the due dates by having your tax payment withdrawn automatically from your bank account on the due dates each year.
- Save the cost of postage or special trips and line-ups to pay your tax bills.
- Avoid late payment penalties.
- Avoid issuing cheques or keeping track of post-dated cheques.

### WHO MAY ENROL?

- If you do not have an overdue balance in your tax account, you are eligible to enrol.
- If your taxes are NOT paid with your mortgage, you are eligible to enrol.
- If you have completed the Authorization Agreement, you are eligible to enrol.

### HOW THE INSTALMENT PLAN ON THE DUE DATES WORKS:

- Your Tax Instalments will be deducted directly from your bank account on the non-capped tax bills due dates in March, April, July and September or on the capped tax bills due dates in March, April, September and October.
- You will receive the annual Interim and Final Tax Bills, which will advise you of the amounts that will be deducted from your bank account on the bill due dates.
- **Please note that Supplementary tax bills, which may be issued from time to time, MUST BE PAID SEPARATELY TO THE MUNICIPALITY BY SOME WAY OTHER THAN PRE-AUTHORIZED PAYMENT.**

### TERMS AND CONDITIONS:

- Enrolment in the Pre-Authorized Payment Plan (PAP) is automatically renewed each year.
- A separate Authorization Agreement must be completed for each roll number.
- If, for any reason, a payment is returned, you will be subject to a finance charge and applicable penalties. A replacement payment must be received prior to the next tax due date, or enrolment in the plan may be terminated.
- If, for any reason, you wish to be removed from the PAP (such as the property has been sold, or you just don't want to be on it any more, etc.) YOU MUST notify the tax office IN WRITING at least fifteen (15) days before the next pre-authorized payment is due.
- Notification of any changes to your bank account information must be received IN WRITING by the tax office at least fifteen (15) days before the next scheduled withdrawal.
- The Municipality reserves the right to cancel this service at any time, providing you are given twenty-one (21) days notice before the next due date.

### HOW TO ENROL:

- Complete and sign the specified Authorization Agreement and attach an unsigned, blank cheque, marked "VOID".
- Mail or bring in your Agreement and void cheque to the Tax Department at the address below.
- You may enrol in the Pre-Authorized Payment Plan at any time during the year, provided that we receive the Authorization Agreement at least fifteen (15) days prior to the next due date and a separate form is completed for each roll number.

### FOR FURTHER INFORMATION, PLEASE CONTACT THE TAX DEPARTMENT AT:

Municipality of Dysart et al  
135 Maple Av  
PO Box 389  
Haliburton, ON. K0M 1S0  
Telephone: (705) 457-1740  
Fax: (705) 457-1964

