



## Municipality of Dysart et al

135 Maple Ave.,  
P.O. Box 389, Haliburton, ON K0M 1S0  
705-457-1740  
Fax: 705-457-1964  
Email: info@dysartet.al.ca

*"The Heart of the Highlands"*

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## PRE-AUTHORIZED PAYMENT PLAN OPTIONS

The Municipality of Dysart et al offers multiple ways to pay your property taxes, however the most convenient way is to choose one of our pre-authorized payment plans. This voluntary program authorizes your financial institution to automatically withdraw your property tax payments from your account and forward the funds directly to the municipality on the specified dates according to the plan you select.

### 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- Never worry about missing the due dates by having your tax payment withdrawn automatically from your bank account.
- No more special trips and line-ups to pay your tax bills.
- Save the cost of purchasing cheques and postage and the hassle of keeping track of post-dated cheques
- Avoid late payment penalties.

### Who May Enroll

- If you do not have an overdue balance in your tax account, you are eligible to enroll in either Option 1 or Option 2.
- If you have an overdue balance in your tax account you are eligible to enroll in Option 3 however the monthly payment amount must be approved by the Tax Department.
- If your taxes are NOT paid through a mortgage company, you are eligible to enroll.

### How The Plans Work

- You will still receive your annual Interim and Final Tax bills providing you with the total taxes levied. These bills will be stamped "DO NOT PAY- ACCOUNT ENROLLED IN PAP PLAN".
- Under Option 1-10Month Plan, you will receive a letter with your tax bill advising you of the monthly amount to be withdrawn on the last business day of each month.
- Under Option 2-Due Date Plan, the payments will be withdrawn on the due dates printed on your property tax bills.

### Terms and Conditions

- Enrollment in the Pre-Authorized payment plan (PAP) is automatically renewed each year.
- If, for any reason, you wish to be removed from the PAP agreement (property sold, or the plan just isn't working for you) or you need to make a change to the banking information provided to us YOU MUST provide us with written notification received by the Municipality of Dysart et al Tax Department at least fifteen (15) days prior to the next scheduled withdrawal.
- Any dishonoured payments on the account will incur a \$40 administration fee.

### How To Enroll:

- Complete and sign the Application form on the reverse side of this notice and attach a blank cheque marked "VOID" or a PAD form provided by your financial institution.
- Mail or bring in your application to the Tax Department at the address above.
- You may enroll in the PAP plan at any time during the year.



# Municipality of Dysart et al Pre-Authorized Payment Plan

The Municipality of Dysart et al Preauthorized Payment Plan offers you three convenient ways to pay your taxes. Payments will always be made on time, even if you are away. The monthly plan allows for easier budgeting. Save on postage and cheque writing.

- 10 Month Plan** – February through June, instalment payments are 10% of the previous year’s tax levy. July through November will be adjusted to reflect any increase/decrease in the current year’s total levy. Payments will be withdrawn on the last banking day of each month. You will be provided with a payment schedule in January and June. Taxes must be paid to date with no overdue balances. \*\*
- Due Date Plan** – The two instalments shown on your interim tax bill and the two instalments shown on the final tax bill will be withdrawn from your bank account on the instalment due dates. Your tax account must be paid to date with no overdue balances. \*\*
- Arrears Monthly Payment Plan\*** - Monthly payments in the amount of \$\_\_\_\_\_ will be withdrawn on the last business day of each month. Amount must be approved by the Tax Department. Penalty will continue to be applied to past due tax balances. Payments will be applied to penalty first, and then applied to taxes.

Check the plan you wish to participate in and return this form, along with a void cheque, to this address:

The Municipality of Dysart et al; Tax Department  
135 Maple Ave. PO Box 389; HALIBURTON, ON K0M 1S0

PROPERTY TAX ROLL NUMBER: 46-24-\_\_-000-\_\_\_\_\_-\_\_\_\_\_

OWNER NAME(S): \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

DAYTIME TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

I/We accept the terms and conditions herein defined and authorize the Municipality of Dysart et al to debit the bank account per attached void cheque for payments applied to the above identified tax account in accordance with the selected payment option.

I/We understand that should any payment be dishonoured by the financial institution for any reason, a \$50.00 fee and eligible penalty of 1.25% per month will be applied to the account. If payment is not replaced prior to the next scheduled withdrawal date, participation in the program will be cancelled by the Municipality.

I/We understand that written notification to make a change or to cancel this Agreement is required to be received by the Municipality of Dysart et al Tax Department, at least fifteen (15) days prior to the next scheduled withdrawal.

SIGNATURE(S): \_\_\_\_\_ DATE: \_\_\_\_\_

(For joint accounts, all parties must sign this form)

**PLEASE ATTACH A VOID CHEQUE**

**\*\* Supplementary billings & Septic reinspection fees not covered on these plans \*\***