

INSTALLMENT : Pre-authorized Tax Payment Plan

Office of the City Treasurer
 P. O. Box 520, City Hall
 St. Thomas, On. N5P 3V7



Email ar@stthomas.ca
 Telephone (519) 631-1680 ext 4400
 Fax (519) 633-9019

NAME: _____

PROPERTY ADDRESS: _____

Note: There are four withdrawals on the **last business day** of February, April, July and October (regular installment due dates) and there are **no service fees** for this plan. **This plan does not cover supplementary billings. All arrears must be paid in full prior to implementation.**

We hereby authorize my/our financial institution to debit my/our account indicated below (or attached) for all property taxes payable for Municipal and Educational purposes.

XXXX XXXX See attached VOID cheque. _____	---VOID---
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ACCOUNT CHANGE ONLY (check box)

This authorization may be cancelled at any time upon written notice by the undersigned.

SIGNATURE: _____ **DATE:** _____

TELEPHONE #: _____ **EMAIL:** _____

Contact the Treasury Office at 519 631-1680 ext 4400 for more information.

FOR OFFICE USE ONLY													
First Withdrawal :													
Commencing :													
Account Number :													
Roll Number:				-				-					

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BY INSTALLMENT

PRE-AUTHORIZED TAX PAYMENT PLAN
GUIDELINES

- The pre-authorized tax payment plan is available to all property taxpayers whose tax account is paid up to date.
- The interim February tax bill will be mailed to you with the two installment amounts to be withdrawn on the February and April due dates. The final July tax bill will be mailed to you with the two installment amounts to be withdrawn on the July and October due dates.
- **Final tax bills mailed in July should be kept for income tax purposes.**
- Supplementary tax billings issued in the current year for additional taxes as a result of additions or improvements will be due and payable as issued.
- Withdrawals will be adjusted to reflect any tax reductions due to assessment changes.
- It is YOUR responsibility to terminate the authorization if your bank account changes.
- It is YOUR responsibility to terminate the authorization if the property is sold.
- Any payments returned will be subject to a \$25.00 administration fee. The City has the discretion to remove the account from the pre-authorized plan at any time due to returned payments.

Commencing : _____

Address: _____