



**TOWN OF NIAGARA-ON-THE-LAKE
PRE-AUTHORIZED
PROPERTY TAX PAYMENT
INFORMATION SHEET**

Two Options For Payment Of Property Taxes In The Town of Niagara-On-The-Lake

Benefits

- ✓ Payments automatically deducted from your account; No postage or line-ups; No cheques to write; No missed due dates
- ✓ Payments always on time
 - Monthly (12 times a year)
 - Installment (4 times a year)

Who Is Eligible

- All Niagara-On-The-Lake ratepayers whose property taxes are paid in full

How Plan Works

Monthly Plan

- ✓ Upon approval of authorization form, applicants will be notified in writing of the monthly payment to be deducted on the 1st Tuesday of each month.
- ✓ Annually, in July, the monthly payment will be revised to provide for payment of the year's taxes by December. Notification of the revised monthly amount will be sent with the Final Tax Notice.

Installment Plan

- ✓ Upon approval of authorization form, applicants will be notified in writing of the due dates.
 - ✓ Tax notices will be mailed to you, as usual, informing you of the pre-authorized amount and the due date of the automatic withdrawal.
- Returned Payments (N.S.F. etc.) will be subject to penalty, interest and administration charges

How To Join Plan

1. Property Tax account must be paid up-to-date.
2. Complete the "Pre-Authorized Payment Authorization Form"
3. Attach a cheque marked "VOID" to your completed authorization form and send to:

Town of Niagara-On-The-Lake
Finance Department
P.O. Box 100
Virgil ON L0S 1T0

Termination Of Plan

- ❖ You may cancel your participation in the plan at least 7 days prior to your withdrawal date by completing the "Cancellation of Pre-Authorized Tax Payments" form.
- ❖ Any outstanding amount must be paid at time of cancellation.
- ❖ The Town Treasurer may cancel the privilege of continuing the plan if payments fail to be honoured and associated costs will be applied.

If you move or change your Bank Account, you must notify the Town immediately in writing.

**IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE FINANCE DEPARTMENT AT
905-468-3266 Ext. 230**



**TOWN OF NIAGARA-ON-THE-LAKE
PRE-AUTHORIZED
TAX PAYMENT
AUTHORIZATION FORM**

Please complete this Authorization Form and return it to:
Town of Niagara-on-the-Lake, Finance Department
P.O. Box 100, Virgil, ON L0S 1T0 / donna.lake@notl.com

INSTALLMENT PLAN

I would like the convenience of automatic debits on the installment due dates.

MONTHLY PLAN

I would like the convenience of automatic debits on the 1st Tuesday of each month, January to December.

Signature 1 _____

Signature 2 _____

Print Name _____

Print Name _____

Telephone Number(s) Home _____

Business _____

If submitting electronically, please sign off by checking the box below.

I/We have read and understand the Pre-Authorized Payment Plan and authorize my/our bank to draw and issue payments payable to the Town of Niagara-on-the-Lake for payment of Municipal Taxes. (For a Joint account, if more than one signature is required on cheques, all depositors must sign).

PROPERTY DESCRIPTION

Tax Roll Number _____

Name _____

Property Address _____

Mailing Address _____

City, Prov. Postal Code _____

***** Please be sure to include a cheque marked "VOID" *****

- Notes: 1. SEPARATE FORMS must be completed for EACH PROPERTY.
 2. Information on this form is collected under the authority of the Municipal Act and is used to maintain a record of individuals participating in the Pre-Authorized Tax Payment Plan in the Town of Niagara-on-the-Lake.

Direct inquiries to the Finance Department, 905-468-3266, Ext 230

FOR OFFICE USE ONLY

TRANSIT NUMBER _____

BANK NUMBER _____

ACCOUNT NUMBER _____

CUSTOMER ID _____