



THE CORPORATION OF THE TOWNSHIP OF SOUTH-WEST OXFORD

PRE-AUTHORIZED PAYMENT PLAN (PAP) FOR PROPERTY TAXES

ENROLLMENT INFORMATION

- You may choose the 10 month plan – 10 equal withdrawals based on yearly taxes.
- You may choose the 12 month plan – 12 equal withdrawals based on yearly taxes.
- You may choose the installment plan – the 4 installment amounts are withdrawn from your account on the actual due dates: the last Friday of February, May, August and October.

BENEFITS OF THE MONTHLY PLAN

- Easy to budget by spreading payments over 10 or 12 equal payments withdrawn automatically from your bank account.
- Saves cost of postage or cost of driving to municipal office to pay your taxes.
- Avoid late payment or worry about missing due dates.

BENEFITS OF THE INSTALLMENT PLAN

- Saves cost of postage or cost of driving to municipal office to pay your taxes.
- Avoid late payment or worry about missing due dates.
- No worries for those who plan to have vacations.

HOW MUCH DOES IT COST?

- There are no service charges or penalties for using the Pre-authorized Payment Plan.
- The amounts deducted are based only on taxes levied.

WHO MAY ENROLL?

- You must have no arrears outstanding record or no NSF cheque records on your tax account.
- Your latest assessment must be a full assessment.
- Your taxes are not included in your mortgage payments.

HOW THE 10 MONTH PLAN WORKS

- Your annual tax levy will be estimated based on the prior year's actual taxes, and divided into ten (10) equal payments. This amount will be deducted directly from your bank account on the **15th day of each month** from January to October, with the difference between the actual and estimated taxes adjusted on the final three withdrawals (August through October).
- You will be advised by mail or email of any adjustment made to the withdrawal amount once the tax rates of the current year have been established – most commonly in June.
- Annual letter indicating the amount to be withdrawn from your account on a monthly basis will confirm your enrollment in the Pre-Authorized Payment Plan.
- Your final tax bill will be receipted and sent to you by December 1st each year.

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HOW THE 12 MONTH PLAN WORKS

- Your annual tax levy will be estimated based on the prior year's actual taxes, and divided into ten (10) equal payments. This amount will be deducted directly from your bank account on the **last business day of the month** from January to December, with the difference between the actual and estimated taxes adjusted on the final five withdrawals (August through December).
- You will be advised by mail or email of any adjustment made to the withdrawal amount once the tax rates of the current year have been established – most commonly in June.
- Annual letter indicating the amount to be withdrawn from your account on a monthly basis will confirm your enrollment in the Pre-Authorized Payment Plan.
- Your final tax bill will be receipted and sent to you by December 1st each year.

HOW THE INSTALLMENT PLAN WORKS

- The actual tax installments levied will be deducted from your bank account on the assigned installment due dates. Due dates in South-West Oxford are usually on the last Friday of February, May, August and October (or the next business day if applicable).
- You will receive your tax bills in January and July indicating what the installments will be and the exact due dates.

TERMS AND CONDITIONS

- Enrollment in the Pre-Authorized Payment Plan is **automatically renewed each year**, and notification about the next year's payment amount will be sent with the receipted tax notice.
- If for any reason you wish to be removed from this payment plan, or **if your banking information changes, YOU MUST** notify the tax office **IN WRITING** at least **THIRTY (30) DAYS BEFORE** the next pre-authorized payment is due.
- If for any reason a payment is returned, you will be subject to a \$35.00 administration charge plus applicable penalties to your tax account. Subscribers to the plan who have two payments returned will become **ineligible to continue on the plan**, and will revert to the regular system of payment, subject to standard penalties and interest of 1.25% per month for latepayment.
- **Supplementary taxes** - If your taxes increase during the year due to a supplementary assessment (e.g. new building or improvement to your property) you will receive a separate tax bill – and it will be due and payable over and above your pre-authorized payment plan. The bill will be clearly marked to notify you that you are responsible for the extra payments.

HOW TO ENROLL

- Complete and sign the attached Authorization Form.
- Attach an unsigned, blank cheque marked "**VOID**" or direct deposit form from your bank with your banking information.
- Authorization forms must be submitted to the Township Municipal Office in Dereham Centre - in person, by mail, or simply drop it in the office mail box by the door. Municipal Office is located on 312915 Dereham Line, RR 1, Mount Elgin, Ontario, N0J 1N0.
- If applicants have any further questions, please contact the Tax Department by phone: 519-485-0477 / 519-877-2702 or fax: 519-485-2932. You may also contact the Revenue Officer, by email at revenueofficer@swox.org.