



## MUNICIPALITY OF SOUTH BRUCE PREAUTHORIZED TAX PAYMENT PLAN

### Benefits of Pre-authorized Payment Plan

- Payments are automatically deducted from your bank account;
- No cheques to write,
- No postage,
- No due dates to remember,
- No penalty charges.

### Two plans to choose from:

1. Withdrawn monthly (15<sup>th</sup> of each month)
2. Withdrawn on due date from your tax bill.

### Monthly Payment Plan

11 regular monthly payments will be withdrawn on the 15<sup>th</sup> of each month. Payments begin January 15<sup>th</sup> through to November 15<sup>th</sup>. Any balance owing will be taken on December 15<sup>th</sup>. The first 11 payments are calculated based on the previous year's taxes plus 3%, then divided by 11. The 12<sup>th</sup> payment (December) is the current year's taxes less any payments over the past 11 months to bring your property tax account to current status.

### Who is eligible?

Any ratepayer in the Municipality of South Bruce whose accounts are paid in full may join.

### How it works

- Taxes are estimated for the year and divided into 11 monthly payments.
- Adjustments to monthly tax payments will be made in November or December.
- Returned payments will be subject to penalty and interest charges as well as the Administration Fee.

### How to apply

- Complete the application form below
- Attach a cheque marked "VOID" for your bank account
- Return the application and **Voided Cheque** to:

**Municipality of South Bruce, PO Box 540 Teeswater ON N0G 2S0**

**Or**

**Put in the Municipality of South Bruce drop box located in Mac's Store, Mildmay ON or  
Municipal Office drop box at 21 Gordon St East, Teeswater ON**

### Termination of the Plan

If you wish to withdraw from the plan, please notify the Tax Department in writing 30 days prior to your next withdrawal date.

The municipality of South Bruce may cancel the privilege of continuing the plan if two payments fail to be honoured. Any unpaid balances due to a payment not being honoured shall be subject to penalties if overdue.

**Please notify the Tax Department in writing immediately if you move or change your bank account.**

### Questions?

Contact Debbie Kennedy @ 519-392-6623 or e-mail [dkennedy@town.southbruce.on.ca](mailto:dkennedy@town.southbruce.on.ca)



## MUNICIPALITY OF SOUTH BRUCE

Please read all information attached prior to completing.  
Complete the form below to enroll.

### PRE-AUTHORIZED PROPERTY TAX PAYMENT AUTHORIZATION FORM

**Check One:**

- Monthly Payment       Pay on Due Date

Owner`s Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Assessment Roll Number for each property:

\_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_

Branch Address: \_\_\_\_\_

Branch Transit# \_ \_ \_ \_ \_ Institution# \_ \_ \_ Bank Acct # \_\_\_\_\_

**Please Attach Cheque Marked Void**

I/We as the account holder(s) hereby authorize the Municipality of South Bruce and my/our financial institution to debit my/our account for payment of taxes. This authorization may be cancelled at any time by written notice by me/us.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

For a joint account, all depositors must sign if more than one signature is required on cheques issued against the account. Return this application to Municipal Office, Tax Department, **along with your VOID cheque.**

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**NOTICE OF COLLECTION**

The personal information requested on this application form is collected by The Municipality of South Bruce under the authority of the "Municipal Act" and will be used for the purpose of administering the Pre-Authorized Payment Plan. Questions about the collection and use of this information under the "Municipal Freedom of Information and Protection of Privacy Act" may be made to the Clerk, Box 540, Teeswater ON N0G 2S0 or by telephoning (519) 392-6623.