





Township of Perth South  
Pre-Authorized Payment Plan for Property Taxes

**BENEFITS OF THE MONTHLY PLAN:**

- Easy to budget by spreading your payments over 11 monthly payments withdrawn automatically from your bank account;
- Saves the cost of postage and your time paying your taxes; and
- Avoid late payments or worrying about missing due dates.

**WHO MAY ENROL?**

- If your taxes are not included in your mortgage payments, you may enroll in the Pre-Authorized Payment Plan.

**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.

**MONTHLY PLAN:**

- 11 Monthly Installments will be deducted from your account on the 20<sup>th</sup> of each month, beginning January 20<sup>th</sup>, based on the previous year's taxes. A re-calculation for current years taxes, will be included on the 4 Final Installments of August 20, September 20, October 20, November 20.
- A letter of confirmation will be sent each year indicating the amount to be withdrawn from your account for the next year. Your new amount for August 20, September 20, October 20 & November 20 will be confirmed prior to August 20<sup>th</sup>.

**QUARTERLY PLAN:**

- 4 Installments will be deducted from your account on the tax due dates, the final business day of February, May, September & November of each year.

**TERMS AND CONDITIONS:**

- Enrollment in the Pre-Authorized Payment Plan is automatically renewed each year;
- If, for any reason, you wish to be removed from this payment plan, or if your banking information changes, **YOU MUST NOTIFY THE TAX DEPARTMENT, IN WRITING, AT LEAST THIRTY DAYS BEFORE** the next pre-authorized payment is due; forms are available on Perth South website [www.perthsouth.ca](http://www.perthsouth.ca);
- If a payment is returned for any reason, you will be subject to a \$20.00 service 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 four payment installment system subject to standard penalties and interest of 1.25% per month for late payment.

**HOW DO I ENROLL?**

- Complete and sign the Authorization Form included with the notice (form also available on Perth South website:[www.perthsouth.ca](http://www.perthsouth.ca));
- Attach an unsigned blank personal cheque marked "VOID";
- Authorization Forms must be returned to Township of Perth South, 3191 Rd. 122, St. Pauls, On N0K 1V0, by November 30<sup>th</sup>, for the next year enrollment :
- Please indicate on the form if you are interested in four installments or the monthly installment plan.

**You can enroll in the Pre-Authorized Payment Plan for Quarterly Payments any time prior to November 30<sup>th</sup> in any given year, however your enrollment to the Monthly Plan will only apply for next year's tax payments.**