

**THE TOWNSHIP OF WEST LINCOLN
PRE-AUTHORIZED
TAX PAYMENT PLAN**

1. INSTALLMENT PLAN

Automatic debit of your bank account on the installment day for the installment amount. No missed due dates or late payment charges. No line ups or mailing/postage costs.

HOW DOES THIS PLAN WORK?

This alternative will provide you with the convenience of automatic debit to our bank account on the installment date for the installment amount. Once the Township receives your completed Authorization Form and a cheque marked "VOID" an Interim Tax Notice will be mailed so that you are aware of the dates and amounts of each debit. When the budget is passed and actual tax rates are established, a final Tax Notice will be mailed so that you are aware of the dates and amount of each debit.

2. MONTHLY PAYMENT

Automatic debit of your bank account on the first Monday of each month from October to September. No line-ups or postage costs. Payments will commence in October and continue until September.

HOW DOES THIS PLAN WORK?

This plan will provide you with the convenience of budgeting for your property taxes. Automatic debits to your bank account will begin on the first Monday of October and will continue on the first Monday of every month until September. Once the Township receives your completed Authorization form and a cheque marked "VOID" a notice will be mailed to advise you of the monthly amount to be withdrawn from your bank account beginning in October, When the budget is passed and the actual tax rates are established, the monthly debit will be adjusted to the amount required to clear your account by September. You will receive a notice so that you are aware of the amounts of each debit.

HOW DO YOU JOIN A PLAN?

- (1) Your property taxes must be paid up to date.
- (2) Complete the "Pre-Authorized Tax Payment Authorization Form" on the reverse, which allows the Township to automatically withdraw the applicable payment directly from your Bank, Trust Company or Credit Union account.
- (3) Indicate which plan you wish to enroll in by checking the appropriate box.
- (4) Attach a cheque marked "VOID" to your completed application form and send to The Township of West Lincoln, Box 400, Smithville, Ontario L0R 2A0
- (5) Enrollment into the plan must be finalized PRIOR to September 1.

TERMINATION OF THE PLAN

You may cancel participation in the plan at any time by advising the Treasury Department. The Township Treasurer may cancel the privilege of continuing the plan if two payments fail to be honoured in the accounting year. Upon cancellation, penalty will be charged on any overdue balance.

If you move, change banks or bank accounts, you must notify the Treasury Department immediately
by calling 905-957-3346

Personal information collected will be used for the purposes indicated only, in accordance with the Municipal Freedom of Information & Privacy Act. Questions regarding the collection of personal information may be directed to the Office of the Municipal Clerk.