

Pre-Authorized Tax Payment Program



ONE OF THE MANY CONVENIENT WAYS TO PAY YOUR PROPERTY TAXES

The City of Vaughan offers two pre-authorized tax payment (PTP) plans:

PLAN ONE:

Property taxes paid in 10 instalments

Payments are deducted from the registered bank account on the first banking day of each month from March to December.

- **Interim property tax bill** (mailed in February): equals approximately half of the previous year's taxes, divided into five monthly payments from March to July
- **Final property tax bill** (mailed in June): accounts for the remaining property tax value, divided into five monthly payments from August to December

PLAN TWO:

Property taxes paid in six instalments

Payments are deducted from the registered bank account on each due date listed in the Interim and Final tax bills.

- **Interim property tax bill** (mailed in February): equals approximately half of the previous year's taxes, divided into three payments due in March, April and May
- **Final property tax bill** (mailed in June): accounts for the remaining property tax value, divided into three monthly payments due in July, August and September

Application deadline

You may sign up for this program at anytime as long as there is no outstanding balance on your account. Your completed application must be received at least 15 days before the withdrawal date you select to be enrolled. Once enrolled, you will receive written notification of your acceptance in the program. Continue to pay your taxes through your regular payment method until you receive your PTP enrolment confirmation letter.

To register for a PTP plan

Return the completed application form, along with a void cheque, by:

- **Email:** Service@vaughan.ca
- **Mail:** Property Tax and Assessment, 2141 Major Mackenzie Dr., Vaughan, ON L6A 1T1
- **Fax:** 905-832-8566

Contact

For more information, contact the City of Vaughan at 905-832-2281 (toll free at 1-844-832-2112), Service@vaughan.ca or vaughan.ca/PropertyTax.

Personal information on this form is collected under the authority of the *Municipal Act 2001, SO 2001, c. 25* and will be used to process your application. Questions about the collection of this personal information should be directed to the City of Vaughan at 905-832-2281 (toll free at 1-844-832-2112) or service@vaughan.ca.

Request for Pre-Authorized Tax Payment Program Payments



I/We authorize the City of Vaughan to debit my/our bank account for all property taxes payable to the City of Vaughan. The treatment of each payment shall be the same as if I/we had personally issued a cheque authorizing payment and to debit this amount to my/our account.

	INITIALS HERE
I/We acknowledge that all outstanding balances must be paid in full in order to enrol in the Pre-Authorized Tax Payment Program.	
I/We acknowledge that the Pre-Authorized Tax Payment Program will continue into future years and that CANCELLATION of this plan must be given in writing by myself or an agent acting on my behalf, 15 days prior to the next deduction. If a change of ownership has occurred, you are required to cancel before your closing date.	
I/We acknowledge that any payment not cleared by the bank and returned to the City will result in a cancellation of the program. Any account which has been cancelled from this program shall revert to the regular instalment billing system and be subject to applicable fees and/or penalty and interest charges.	
I/We acknowledge that the City will charge a fee, plus an applicable penalty, for any payment not cleared through the bank.	

- I/We have attached a void cheque and have indicated below the Preferred Plan I/We wish to participate in.
- Any fees or penalty incurred after enrolment must be paid separately to remain on the program.
- I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/We have the right to receive reimbursement for any debit that is not authorized or is not consistent with this Pre-Authorized Tax Payment Program Agreement.
- To obtain a form for Reimbursement Claim, or for more information on my/our recourse rights, I/We may contact my/our financial institution or visit payments.ca.

Preferred Plan | Please check one:

- PLAN ONE:** 10 Instalments (first business day of the month from March to December)
- PLAN TWO:** Six Instalments (Interim and Final Billing Due Dates)

If you are already enrolled in any pre-authorized plan and are billed supplementary or omitted taxes, these amounts will be deducted from your bank account.

Property Tax Roll Number: 1928.000.

Property Address: _____

Postal Code: _____

Owner Name(s): _____

Telephone: Personal _____

Business _____

I/We hereby authorize the bank to allow automatic withdrawals, in accordance with the chosen plan, by the City of Vaughan for realty property taxes starting (indicate month and year): _____

Signature (1): _____

Date: _____

Signature (2): _____

Date: _____

(IF MORE THAN ONE SIGNATURE IS REQUIRED)