



Pre-Authorized Payment Program

The Convenient Way to Pay Your Property Taxes



Sustainability First

Sustainability means we make decisions and take actions that ensure a healthy environment, vibrant communities and economic vitality for current and future generations.

www.vaughan.ca

City Hall

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Telephone: 905-832-8502
Toll Free: 1-844-832-2112
Fax: 905-832-8566

Monday to Friday
8:30 am - 4:30 pm

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The City of Vaughan offers two Pre-Authorized Payment Plans

Plan 1 – Eleven Monthly Payments

Property taxes may be paid in 11 lower monthly payments rather than 6 larger instalment amounts per year. Two notices are issued each year. The first mailed in December advising the monthly amount to be paid from January to July. The second notice in July advising the monthly amount for August through to November. No payment is required in December.

***Change for 2021 - Ten monthly instalments from March 1 through to December 1 2021*

Plan 2 – Instalment Due Date Plan (6 payments)

The actual instalment amounts from the interim and final billings are deducted from the bank account on each due date, 6 in total for the year.

You may sign up for these programs any time during the year as long as there is no outstanding balance on your account. Please Note: Applications for both programs must be received at least fifteen (15) days prior to the first withdrawal date.

Economical: There are no administration or interest costs for this program. One authorization is all that is required for payments to be deducted automatically from your bank account. This reduces postage and cheque costs.

Convenient: You will no longer have to write cheques. The payments will be deducted from the bank account on the 1st banking day of each month for the 11 month plan or on the actual Due Date of each instalment.

Secure: There are no cheques to get lost or stolen.

Assured: Payments will always be made on time even if you're out of town, avoiding the embarrassment of missed payments, and the cost of any penalty charges.

Easy to Change: If there are changes to your banking information immediately notify the Tax Department in writing of the change in order for payments to continue without interruption. Notice of any changes to your banking information must be received no later than fifteen (15) days prior to the next withdrawal date in order for our office to update our files for the next payment withdrawal. If the information is received less than fifteen (15) days before the next payment and your bank returns the payment, the normal fee will be charged. If an incorrect amount is processed against your account, notify the Tax Department to have it corrected.

Penalties & Charges: The City will charge a fee, plus applicable penalty, for any payment not clearing through the bank. Two payments not cleared by the bank and returned to the City will result in cancellation of the program.

Contact Us: For further information on the Pre-Authorized Plan, please call the City of Vaughan Property Tax Department at 905-832-8502 or Toll Free at 1-844-832-2112
Fax: 905-832-8566



Request for Pre-Authorized Property Tax 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.

I/We acknowledge that all outstanding taxes must be paid in full in order to enroll in the Pre-Authorized Payment Program. ****Please initial here:** ____ ******. Please contact the Tax Department at (905) 832-8502 for further information.

I/We acknowledge that the Pre-Authorized Payment Plan will continue into future years and that **CANCELLATION** of this plan must be given in writing by myself or agent acting on my behalf, **15 days** prior to the next deduction. ****Please initial here:** ____ ******. I/We acknowledge that two payments not cleared by the bank and returned to the City will result in cancellation of the program. Any account which has been cancelled from continuing in this plan shall revert to the regular instalment billing system and be subject to penalty and interest charges.

I/We acknowledge that the City will charge a fee, plus applicable penalty, for any payment not clearing through the bank. ****Please initial here:** ____ ******.

I/We have attached a **void cheque** and have **indicated below the Preferred Plan I/We wish to participate in.**

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 PAP 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 www.cdnpay.ca.

Preferred Plan

Please check one

☐ Plan 1 - Eleven Instalments (January - November) – Debited on the first business day of the month.

☐ Plan 2 - Six Instalments (Interim and Final Billing Due Dates)

PAP SERVICE TYPE:

(Please check one)

☐

PERSONAL

☐

BUSINESS

Property Tax Roll Number: _____

Property Address: _____

Postal Code: _____

Owner Name(s): _____

Telephone: _____

(Residence)

(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 _____

(Please indicate Month and Year)

Signature: (1) _____

Date: _____

(2) _____

Date: _____

(If more than one signature is required)

Note: return the completed application, by mail or fax (905-832-8566), along with a “voided” cheque.

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 Property Tax office at 905-832-8502 or Toll Free at 1-844-832-2112.