

	CORPORATE POLICY	Policy No: 3,035 (Revised)
		Approved By: Council
		Effective Date: March 9, 2009
		Resolution No: 61-09
		Department: Corporate Services / Finance

TAX PAYMENT PLAN POLICY

POLICY STATEMENT

The City shall encourage monthly pre-authorized tax payments by providing a simple and convenient program.

1. PURPOSE

- 1.1. To establish the administration of the pre-authorized tax payment plan.

2. TAX PAYMENT PLAN

- 2.1. The City will accept an application for a pre-authorized tax payment plan provided:
 - 2.1.1. There are no amounts owing other than the current year's taxes – specifically, there cannot be any:
 - 2.1.1.1. Taxes owing from previous years;
 - 2.1.1.2. Utility charges transferred to taxes;
 - 2.1.1.3. Penalties; or
 - 2.1.1.4. Any other amounts charged to the tax account.
 - 2.1.2. The application is made with a properly completed authorization form; and
 - 2.1.3. The City approves the application.
- 2.2. Before tax notices are issued the monthly pre-authorized amount shall be one-twelfth of the previous year's tax levy or as otherwise estimated by City Administration.
- 2.3. When tax notices are issued the monthly pre-authorized amount shall be based on the current levy, and the new amount will be taken out in equal installments so that the current year's taxes are paid in full by the end of the current year;

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- 2.4. In the first year only of the pre-authorized payment plan, the monthly pre-authorized amount may be based on fewer than twelve payments and the new amount will be taken out in equal installments so that the current year's taxes are paid in full by the end of the current year.
- 2.5. Pre-authorized tax payments shall be collected on the first business day after the 16th calendar day of each month.
- 2.6. A pre-authorized tax payment plan may be cancelled if:
 - 2.6.1. An installment payment fails to be honored and a replacement payment plus the NSF charge is not received within 10 business days;
 - 2.6.2. Two consecutive installments fail to be honored; or
 - 2.6.3. Utility charges are transferred to taxes and payment for the full amount of the utility charges transferred is not received within 10 business days.

APPROVAL	
Mayor _____	Date _____