



Pre-Authorized Tax Payment Information

Introduction - A property owner may enroll in the Plan by forwarding a completed Pre-Authorized Tax Payment Plan Authorization Form (PAP) to the City of Peterborough so that their taxes are deducted from their bank account automatically, monthly or on instalment due dates. Tax Instalments are due at the end of March, May, July and September.

How The Monthly Plan Works - When the owner chooses the monthly payment option the total yearly taxes are calculated and divided by the months of the year remaining when the application is received by the Tax Department. The first bill of the year is sent in early March (with two instalments due the end of March and the end of May). At the time of this mailing the total amount of the taxes for the year are unknown and this bill is known as an "interim" bill, which is approximately one-half of the previous year's taxes. Once the budget for the Corporation is passed and the Tax Rate for the year is known the "final" tax bill is mailed near the first of July (with two instalments due the end of July and the end of September). At this time, if an adjustment to the monthly amount is required, the homeowner will receive a statement or letter to advise of any required amount adjustment.

How The Instalment Plan Works - When the owner chooses the instalment payment option the amount of each instalment is taken from the bank account on the **instalment due date**.

Year-end Balancing - It is necessary that the monthly contribution plan bring the tax balance for the current year to "\$0" at year-end. It is possible that the December payment may be adjusted slightly to create this required zero balance.

Application - One application is all that is required; PAP will automatically continue unless the Tax Office is advised otherwise. If a change of bank account information is required for your Pre-Authorized Tax Payment Plan the Tax Office will require an Information Change Form and void cheque (original or photocopy). Please note, a new application is required if you move to a different property - your plan cannot be transferred from one property to another.

Plan Details - Pre-Authorized Tax Payment Plan (PAP)

The City of Peterborough offers a monthly pre-authorized tax payment plan whereby your bank account is debited on the City's **last working day of each month** for an equal monthly amount to be credited towards your taxes. Please contact the Tax Office at (705) 742-7777 Extension 1865 for assistance in calculating the monthly amount. The City also offers this plan by instalment which debits your account for the instalment amounts on the applicable due dates each year. **All PAP accounts are subject to an annual \$5 non-refundable maintenance fee. This fee will be included in the recalculation of the monthly PAP payments for the last six months of the year or on the 1st instalment of your Final property tax instalment due for PAP instalment plan taxpayers.**

1. For verification purposes please enclose one of your personal cheques signed and marked "VOID".

2. For joint accounts where more than one signature is required, all account holders must sign the "VOID" cheque.
3. Withdrawals are made on the City's last working day of each month.
4. NSF payments are subject to the current administrative fee charged by the City. Accounts will be removed from the Pre-Authorized Payment Plan once two (2) items have been returned as NSF. **Please note** that for payments that have gone NSF, the City's bank will try approximately 10 days after the date of the payment to deduct the amount from your account again. If the second payment is not honoured, you will be charged the applicable NSF fees by the City, however, you bank may charge you twice since both payments were considered NSF.
5. The Tax Office must be notified by the 21st of each month in which the payment is to stop, or of changes in account information.
6. To be eligible, this form must be received by the City of Peterborough Tax Office no later than the 21st of the month in which you are applying, and **all taxes must be paid to date** at the time of application.

If you prefer not to pay your taxes by Pre-Authorized Chequing, other options include mailing your payment (current & post dated payments); paying in person at the Tax Office; paying at any bank or financial institution, internet and telephone banking.

- When paying in person at the tax office, **please present your entire bill** to speed processing of receipts (if required) for current payments. Receipts will only be issued when the entire bill is presented for payment, or upon request. **Receipts are not valid unless the cheque has cleared the bank. A cheque is considered post-dated if it cannot be presented to the bank in the current day's deposit (so therefore it will need to be dated for today's date if a receipt is requested.) You may leave your cheque that is post-dated with your entire bill and it will be receipted and returned after your cheque has been processed.**
- **When paying at a bank or financial institution they will need your tax bill to send to us with your payment information, and you should pay sufficient days in advance so that the bank can have your payment to us by due date.**

City Hall Office Hours - Monday - Friday, 8:30 am - 4:30 pm and Closed Saturdays, Sundays and all Statutory Holidays. City Hall does have a mail drop box located outside and payments by cheque, or any other mail for City Hall can be deposited in that box 24 hours per day. It is not advised to deposit cash in this outside location. This box is emptied every business day.

Further Information - The Property Taxation section of Financial Services will gladly answer any questions you may have. The **telephone number for tax inquiries is (705)742-7777 Extension 1865.**