

**TOWN OF ST. PAUL
PRE-AUTHORIZED TAX PAYMENT PLAN**

- 1) Taxpayers of the Town of St. Paul shall have the right to enter into a Pre-Authorized Tax Payment Plan to provide for the payment of property taxes and local improvements in equal monthly installments from January to December in any year.
- 2) **The Plan shall commence on January 1st of each year provided that all property taxes have been paid in full for the preceding year.**
- 3) Those joining the Pre-Authorized Payment Plan may choose a monthly payment date of either the 15th day of each month or the last day of each month.
- 4) Payment shall be based on an amount equal to the prior year's levy.
- 5) a) If the amount of current year's taxes is more than the previous year's levy, the difference shall be calculated and the remaining monthly payments for the year will be adjusted to reflect the increase.

b) If the amount of current year's taxes is less than the previous year's levy, the difference shall be calculated and the remaining monthly payments for the year will be adjusted to reflect the decrease.
- 6) No interest or discount will be credited to the taxpayer for payments made between January 1st and June 30th and no penalty will be levied against the balances from July 1st to December 31st.
- 7) Taxpayers must join the Pre-Authorized Property Tax Payment Plan prior to December 31st for the following year. Applications received after January 1st in any year will be considered for the following year.
- 8) In the event of a sale of the above noted property, or a change in bank accounts, it is your responsibility to immediately notify the Town Office to arrange for cancellation or transfer of the plan.

Roll # _____ Starting on _____

Your monthly tax payment will be _____

*****In the event of a NSF, RETURNED OR FROZEN ACCOUNT, the privilege of pre-authorized tax debt will be revoked immediately.*****

**TOWN OF ST. PAUL
PRE-AUTHORIZED TAX PAYMENT PLAN APPLICATION**

Roll Number: _____ Estimated 2023 Tax Levy: _____

Pre-authorized monthly tax payments: _____

Name(s): _____

Address: _____

Town/City: _____ Postal Code: _____

Home Phone Number: _____ Cell Phone Number: _____

Email Address: _____

I/we hereby authorize my/our bank:

- To debit my/our account as per the attached "void" cheque or pre-authorized debit form for all estimated property taxes payable to the Town of St. Paul on the: (check one)
 - 15th day of each month beginning January 15, 2023
 - Last day of each month beginning January 31, 2023
- The treatment of each payment shall be the same as if I/we had personally issued a cheque authorizing payment as indicated and to debit the amount specified to my/our account
- This authorization may be cancelled at any time upon written notice by me/us

Signature

Date

Signature

Date

Please note: In the event of a sale of the above noted property, or a change in bank accounts, it is your responsibility to immediately notify the Taxation Section at the Town Office to arrange for cancellation or transfer of the plan.

*****In the event of a NSF, RETURNED OR FROZEN ACCOUNT, the privilege of pre-authorized tax debt will be revoked immediately.*****