



TOWN OF NEWMARKET
 395 Mulock Drive
 P.O. Box 328
 Newmarket, ON L3Y 4X7

www.newmarket.ca
 info@newmarket.ca
 905.895.5193

TOWN OF NEWMARKET OFFERS THREE PRE-AUTHORIZED PAYMENT PLANS	
10 MONTHLY PAYMENTS	Your approximate tax levy for the year (including local improvement charges if applicable) is divided into nine (9) equal payments. In October, any adjustments to pay the balance of the total year's taxes will be withdrawn. A letter will be sent to advise of the October payment. Payments are withdrawn on the last business day of the month.
INSTALLMENT	Withdrawals will be made on the due dates for the amounts as indicated on the interim and final bills.
ARREARS PAYMENT PLAN	Taxpayer determines a reasonable amount of payment to be paid monthly over the year. <i>Penalty/interest will be added to any outstanding tax balance.</i> Payments are withdrawn on the last business day of the month.

Any additional tax billings during the year are due and payable on the dates as shown, and must be paid separately to the Town.

THE BENEFITS ARE:* no missed payments*, *easier budgeting*, *savings on postal charges*, enrollment in a plan is automatically renewed each year and information about the next year's payment amount will be sent by letter.

IT IS CONFIDENTIAL AND SAFE! The Town's bank handles all of the payment transactions. Access to your bank account is limited solely to the withdrawal of the tax payment funds as authorized. Account information and balances are not available to the Town.

IF YOU MISS A PAYMENT: If a payment is returned for the monthly plan by the bank for any reason, you will be subject to a finance charge and applicable penalties. The amount of the returned payment plus finance charge and applicable penalties will be added to your next month's payment. If a payment is returned from the Installment plan a replacement payment **must** be received prior to the next installment due date. If any two payments should be returned, your enrollment in the Pre-Authorized Payment Plan will be terminated.

IF YOU CHANGE YOUR BANK ACCOUNT: It is your responsibility to notify the Tax Department **in writing**, and provide a void cheque for the new account. We require at least ten-business days notification to make the necessary adjustments.

IF YOU WISH TO WITHDRAW FROM THE PLAN: Notify the Tax Department **in writing** at least ten-business days before the next pre-authorized payment is due.

YOU JOIN BY: Completing and signing the Authorization Form, indicate the applicable payment plan, and attach an unsigned blank cheque marked "VOID".

YOU MAY JOIN DURING THE YEAR: Your monthly payments will be adjusted so that you complete the pre-authorized cycle for that year in October. We require at least ten-business days notification to make the necessary adjustments.

YOUR ENROLLMENT IN A PAP PLAN WILL BE CONFIRMED IN WRITING.

FOR FURTHER INFORMATION, CONTACT 905 953 5300 PRESS 2, EXT 2145

TAX PRE-AUTHORIZED PAYMENT PLAN – AUTHORIZATION FORM

PLEASE CHECK ONE: 10 Monthly Payments _____ START DATE: _____
Installments (6 payments) _____
Arrears Payment Plan _____

ASSESSMENT ROLL #: _____

PROPERTY LOCATION: _____

OWNER NAME(S): _____

TELEPHONE #: Res: (____) _____ - _____ Bus 1) (____) _____ - _____

Cell: (____) _____ - _____ Bus 2) (____) _____ - _____

Financial Institution: _____ A/C #: _____

Branch Address: _____ Transit #: _____

I/WE ACCEPT THE TERMS AND CONDITIONS HEREIN DEFINED AND AUTHORIZE THE TOWN OF NEWMARKET TO BEGIN DEDUCTIONS FOR PAYMENT OF MY/OUR TAX ACCOUNT FOR THE AMOUNT SPECIFIED. I/WE ENSURE THAT THE FUNDS WILL BE AVAILABLE EACH MONTH TO COVER THE WITHDRAWAL AND THAT INSUFFICIENT FUNDS AVAILABLE MAY RESULT IN FINANCE CHARGES AS APPLICABLE AND POSSIBLY CANCELLATION OF MY/OUR ENROLLMENT IN THE PAYMENT PLAN.

THIS AUTHORITY IS TO REMAIN IN EFFECT UNTIL CANCELLED BY EITHER MYSELF OR THE TOWN OF NEWMARKET BY WRITTEN NOTIFICATION AT LEAST 10-BUSINESS DAYS PRIOR TO THE NEXT DRAW.

_____*_* AUTHORIZED SIGNATURE (1)

_____*_* DATE

_____*_* AUTHORIZED SIGNATURE (2)

_____*_* DATE

** IF MORE THAN ONE SIGNATURE IS REQUIRED FOR WITHDRAWALS AGAINST THE ACCOUNT NUMBER SPECIFIED, ALL AUTHORIZED SIGNATURES MUST BE GIVEN.

PLEASE ATTACH A VOIDED CHEQUE HERE
AND RETURN BOTH TO
TOWN OF NEWMARKET
BY MAIL OR TOWN OFFICE AT
395 MULLOCK DRIVE
P.O. BOX 328, STN MAIN
NEWMARKET ON
L3Y 4X7
Fax: 905 953 5150