



PROPERTY TAX MONTHLY PAYMENT PLAN APPLICATION

Tax Roll Number: _____

Property Address: _____

1. APPLICANT INFORMATION

First Name (Please Print)	Last Name (Please Print)	Contact Telephone Number
_____	_____	_____
First Name (Please Print)	Last Name (Please Print)	Contact Telephone Number
_____	_____	_____

2. BANKING INFORMATION

What type of banking account will your monthly property tax payments be withdrawn from?

Personal **Business**

Are you providing a void cheque or pre-authorized form obtained from your financial institution with this application?

Void Cheque **Pre-Authorized Form**

3. CALCULATE PAYMENT

Prior Year Property Tax Levy \$ _____

Monthly Payment = Tax ÷ 12 \$ _____

This will be your monthly payment amount from January to June – starting the last banking day of January

4. APPLICANT SIGNATURE

I/We agree to the terms and conditions outlined on the back of this form

Signature	Date
_____	_____
Signature	Date
_____	_____

I/We confirm that the above tax account does not have a balance owing and is not in arrears. (payments cannot start mid year**)**

I/We authorize the TOWN OF HANNA to debit my (our) account as indicated by the attached "VOID" cheque or financial institution pre-authorized form. This authority will remain in effect until I/We or the Town of Hanna notifies the other of termination. Payments will be withdrawn on the last banking day of each month – starting in January until December.

For the first six months of the current year, the taxpayer shall pay a monthly payment equivalent to one twelfth (1/12) of the previous year's current levy. For the last six months of the current year the taxpayer shall make monthly payments equivalent to one sixth (1/6) of the balance remaining.

ADDITIONAL INFORMATION

- Bylaw No. 875-99 provides for the payment of taxes by installments, beginning January of each year.
- Installment payments will not be allowed on payment of taxes in arrears.
- Please note that your payment will be deducted early the morning of the last banking day of each month. Therefore, sufficient funds or bank approved overdraft protection must be available at that time to avoid non-sufficient funds (NSF) or returned payment charges.
- If at any time the direct debit is not available due to insufficient funds, the right to pay by installment is cancelled for the current year and the remaining taxes become due and payable and are subject to applicable penalties.
- No tax discount will be applied to installment payments, nor will penalties be applied unless a payment is not available due to insufficient funds.

OFFICE USE ONLY

- _____ Mais – Maintain Master > Legal Tab > River Lot > Input the letter M
- _____ Mais – Maintain Master > Misc Tab > Penalty & Discount Exempt
- _____ Mais – Pre-Authorized Module > Maintain Client
- _____ Excel – W:\12 Administration\TAXES\PRE-AUTHORIZED PAYMENT PLAN (TAXES)
- _____ RBC Royal Bank – update banking information if required