



Township of Douro-Dummer
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Pre-authorized Tax Payment Programs

The Township of Douro-Dummer's Pre-Authorized Tax Payment Programs offer you two easy ways to pay your taxes with some added benefits.

- *savings on postage and cheque costs*
- *no lost, misplaced or mishandled cheques and no worries about missed due dates*
- *monthly installment program allows for easier budgeting*
- *no standing in lineups and no service charges or fees apply*
- *no need to leave post-dated cheques for those that go south for the winter*

1. Monthly Installment Program

- 11 installment payments to be paid January through November
- Installment payments are due on the 15th day of each month
- Installment payments must be paid by automatic debit from taxpayer's bank account
- Property taxes cannot be past-due or in arrears
- January through May installment payments are calculated on the previous year's tax levy
- June through November installment payments are adjusted to reflect increases/decreases in the current year's total levy

2. Regular Installment Program

- Interim and final installments are withdrawn on each regular installment due date.
 - * Residential: February 28th, April 30th, June 30th, September 30th
 - * Commercial/Industrial: February 28th, April 30th, July and September 30th

You will continue to receive your tax bills and it will be noted that you are on a PAP tax payment program.

Enrolment, Bank Account Changes and Program Cancellation

To enroll, make changes to your application or withdraw from the program, your application or written notice is required a minimum of 10 days prior to the next scheduled withdrawal.

Selling your property?

Your pre-authorized program is **NOT** transferable. You must complete a new application form for your new home and cancel the application when you sell your home.

Supplementary Taxes and Additional Tax Bills

Tax bills issued for supplementary assessments and additional charges will not be withdrawn automatically. They must, however, be paid by the due date indicated on those bills or your account will be removed from the pre-authorized program.

Penalties

An administrative fee of \$25.00 will be applied to your account for payments not cleared by your financial institution. If the payment is not replaced in the specified time or if you have three returned items, you will be notified that your account has been removed from the pre-authorized program.