



Treasury Department

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 Orillia, ON L3V 7T5

PRE-AUTHORIZED PAYMENT PLAN FOR TAX PAYMENTS

I/We hereby authorize the City of Orillia to withdraw payments from my bank account to pay my taxes in the following manner (please check one of the options below):

OPTION 1 – Equal monthly payments (You MUST contact the City prior to submitting form)

OPTION 2 – Payments on regular due dates

OFFICE USE ONLY:	
Customer ID #: _____	Start Date: _____
Balance on Account:\$ _____ / _____	<input type="checkbox"/> Owner initials
# of pymts remaining	
Payments will be deducted the first banking day of the month beginning _____	<input type="checkbox"/> Owner initials

Name: _____ ROLL#: _____

Property Location: _____

Home Phone: _____ Business Telephone: _____

Email: _____

If more than one signature is required on cheques issued against the account, please have all persons sign below.

Signature 1: _____ Date: _____

Signature 2: _____ Date: _____



Please attach a sample cheque marked "VOID", and return it with the application above (by date specified under the Option Details on reverse) to:

**The City of Orillia, Treasury Department
50 Andrew Street South, Suite 300
Orillia, ON L3V 7T5**

(See Reverse Side for Option Details and Notes)

Personal information on this form is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M. 56* under the authority of the *Municipal Act 2001, S.O. 2001, c. 25* and will be used by the City of Orillia Treasury Department for collection of tax revenue.

Questions about this collection should be directed to the Treasury Department, 50 Andrew Street South, Orillia, ON L3V 7T5 705-329-7239.

Option Details and Notes

OPTION 1 – Equal Monthly Payments (You MUST contact the City prior to submitting form)

Pre-authorized withdrawals are based on one-fifth (1/5) of the current year's Interim Tax Bill starting on the first banking day of each month beginning in **February** and continuing to **June**. Withdrawal amounts will be provided to you on the January billing.

The current year's Final Tax Bill will be withdrawn in five equal instalments on the first banking day of each month from **July** to **November**. Withdrawal amounts will be provided to you on the June billing.

NO withdrawals in December or January.

Pre-authorized application forms accompanied with a sample cheque marked "VOID" must be received in our office *no later than November 30*.

OPTION 2 – Payments on the Regular Due Dates

This option is for taxpayers who wish to continue to pay the four tax instalments but have them paid directly out of their bank account. The interim tax bill and final tax bill will still be issued to you so you will know the instalment amounts and the due dates for the automatic payment to be withdrawn. Regular due dates are:

- March 15
- May 15
- August 15
- October 15

Pre-authorized application forms accompanied with a sample cheque marked "VOID" must be received in our office *by the end of the month preceding a tax due date*.

PLEASE NOTE: Supplementary tax billings are exempt from pre-authorized tax payments plans; they must be paid separately.

- **Before your application for the pre-authorized payment plan is accepted, your account must be paid in full.**
- You must notify us immediately of any change in bank accounts or residence, or sale of your property.
- This authorization may be cancelled any time by **written notice**. Such notice must be delivered to our office no less than thirty (30) days prior to the next payment withdrawal.
- There will be a \$36.00 handling charge for any payment request that is refused by your financial institution. A second occurrence will automatically cancel your pre-authorized payment arrangements. Any outstanding amounts will become due immediately.

For further information about the program please contact the City of Orillia, Treasury Department at 705-329-7239 or by [email to treas@orillia.ca](mailto:treas@orillia.ca)