

**What is the City of
Sault Ste. Marie's
Pre-Authorized Tax
Payment Plan For
Arrears?**

Administration

**What if I
Change My
Mind or
Switch
Banks?**

Quite simply - it's the easy way to pay your taxes. This voluntary plan offers you a convenient, time-saving way to have tax payments automatically deducted from your bank account.

Property owners, who are in tax arrears, have an option for worry-free tax payments. There are three (6) different payment dates from which to choose.



**MONTHLY TAX
PAYMENT PLAN
(January to December)**

Payments are withdrawn automatically from your bank account on the **first (1st) day** of each month, the **fifteenth (15th)** day of each month and the **last business day** of the month. If any of these withdrawal dates falls on a Saturday, Sunday or holiday, withdrawal will be on the next business day.

Also available are exact date withdrawals once a month or biweekly or weekly start date.

There are no administration fees for this program. However, the interest and penalty by-law will still apply for any past due balances.

If you wish to continue with the pre-authorized plan once the tax arrears have been paid in full, you may apply for either of the following two pre-authorized payment plans:

- ◆ Due Date Tax Payment Plan
- ◆ Monthly (January to October) Tax Payment Plan

If you move, or just want to cancel, simply notify the Finance Department – Tax & Licence Division of the change (in writing) 20 days prior to the next payment date.

If you change your bank account, a current cheque is required for our records.

**What if I Miss A
Payment?**

Your plan will be terminated if two installments are not honoured in a calendar year. The City will charge a fee for any payment which cannot clear your account.

***The Corporation of the City of
Sault Ste. Marie***

**APPLICATION FOR PRE-AUTHORIZED TAX PAYMENT FOR
PROPERTY OWNERS WITH TAX ARREARS**

I/We, the undersigned, hereby authorize my/our financial institution to draw payments payable to the City of Sault Ste. Marie for payment of Municipal Taxes. For bank accounts requiring more than one signature, all parties must sign this application.

Name(s): _____

Property Address: _____

Mailing Address (if different): _____

Residence
Telephone: _____

Daytime Telephone: _____

Property Roll Number (from tax bill):

0	0	0					
MAP		DIV		PAR		SB	

Amount to be deducted: \$ _____

___ Biweekly ☐ 1st day of month
___ Weekly ☐ 15th day of month
___ Exact Day ☐ last business day of month

Commencing Date: _____

Bank: _____

Bank Address: _____

Chequing Account Number: _____

Signature(s): _____

Date: _____



**BE SURE TO INCLUDE AN UNSIGNED CHEQUE
MARKED "VOID".**

**How Do I
Apply?**

It's as easy as **1, 2, 3 . . .**

1. Complete and sign the Application For Pre-Authorized Tax Payments.
2. Attach an unsigned cheque marked "VOID".
3. Mail the application form and voided cheque to:

*The City of Sault Ste. Marie
Finance Department
P. O. Box 580, 99 Foster Drive
Sault Ste. Marie, ON P6A 5N1*

OR

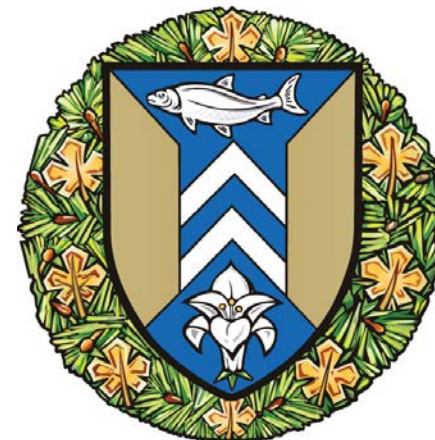
You can deliver the application and voided cheque to the *Tax & Licence Division on Level 2 in the Civic Centre.*

IMPORTANT: If you own more than one property in the City, a separate application form is required for each property.

All personal information received will be considered confidential and will not be released under any circumstances.

Questions?

For further information on the pre-authorized tax payment program, please contact the Tax & Licence Division at 759-5290.



THE CORPORATION OF THE CITY OF
SAULT STE. MARIE

TAX ARREARS

PRE-AUTHORIZED TAX

PAYMENT PLAN