



City of  
**Sault Ste. Marie**

## Pre-Authorized Tax Payment Plan

The City of Sault Ste. Marie offers convenient ways to have tax payments automatically deducted from your bank account. Property owners have two options:

### Monthly

Payments are withdrawn automatically in 10 installments from your bank account on the fifth day of each month from January to October. If the fifth is a Saturday, Sunday or holiday, withdrawal will be on the next business day. There are no payments withdrawn in November and December.

### Due Date

Payments are withdrawn automatically on each of the four installment due dates. Any outstanding charges or credits will be applied to the next pre-authorized tax payment withdrawal. Advance notice will be given.

Applications for either plan can be processed at any time provided all taxes are up to date. Each property must have a separate application. You will be charged an NSF fee for any payment which does not clear your account. Your plan will be terminated if two pre-authorized tax payments are not honoured in a calendar year.

Return this application with a VOID cheque by:

Email: [citytax@cityssm.on.ca](mailto:citytax@cityssm.on.ca)

Fax: 705-759-1842

Mail: City of Sault Ste. Marie

Tax Division

99 Foster Dr.

Sault Ste. Marie, ON P6A 5X6

The completed application form must be received by the Tax Division seven days in advance of the next withdrawal.

### Changes to your account:

If you sell your property, cancellation forms are available in the Tax Division at most local lawyers' offices. It is important to notify the City's Tax Division immediately to ensure your property is withdrawn from the plan.

A new application is required if you wish to continue pre-authorized tax payments at your new address. If you wish to change your mailing address, a request in writing must be received by the City's Tax Division or e-mail your request to [citytax@cityssm.on.ca](mailto:citytax@cityssm.on.ca)

For any further information on pre-authorized tax payment, contact 705-541-7060 or email [citytax@cityssm.on.ca](mailto:citytax@cityssm.on.ca)

Information collected and retained in accordance with the Municipal Freedom of Information and Protection of Privacy.

Property Roll Number (from tax bill): 5761- \_ \_ - \_ - \_ - \_ - \_ - \_ - \_ - \_ -

Choose one: ☐ Monthly Tax Payment Plan ☐ Due Date Tax Payment Plan

Start Date:

Start Date:

Name:

Property Address:

Mailing Address (if different):

Daytime Telephone:

Email Address:

Bank:

Account Number:

I/We hereby agree to all the terms and conditions outlined in the Pre-Authorized Tax Payment Plan and authorize my bank to withdraw payments to the City of Sault Ste. Marie for property taxes.

Signature(s):

Date:

\*Include a blank cheque marked 'VOID' or letter from bank