



ENROLLMENT FORM

TAX INSTALLMENT PLAN

In accordance with Bylaw 475-08 and Policy FN 13, the Village of Marwayne offers a pre-authorized tax payment plan whereby property owners can pay their annual property tax in consecutive monthly installments rather than a single payment on or before the due date.

- The Village of Marwayne accepts pre-authorized payments by either postdated cheques or direct debit from the owner's bank account.
 - Post dated cheques must be received up front by the Village of Marwayne prior to the first payment date of the plan. Cheques must be dated between the 1st and 15th of each month.
 - For direct debit, attached hereto as Schedule "B", must be completed prior to enrollment in the plan. Debits are made on the 15th of each month.
- To be eligible for the plan, the owner's tax account must be paid in full and in good standing.
- The pre-authorized payment plan runs from January to December with pre-determined monthly amounts which are determined as follows:
 - The first six (6) months are based on the previous years' tax levy.
 - The last six (6) months are adjusted to reflect the actual remaining balance for the year upon the issuance of the tax assessment notice.
- In the event that the property is sold or there is a change to the payment type, owners must notify the Village of Marwayne at least ten (10) days prior to the next payment date.
- The Village of Marwayne shall provide written notice of the amount to be debited at least ten (10) calendar days before the due date of the first pre-authorized payment. Any changes to the amount or payment date shall be communicated via correspondence to the property owner.
- The Village does not refund any credits on the tax roll account in the event the property is sold. It is the responsibility of the property owner to ensure this amount is accounted for during the sale with their respective lawyer. The purchaser of the property will be entitled to all credits on the account upon closing.
- The owner of the property will continue to receive their tax notice on an annual basis, regardless of whether or not they are enrolled in the plan.



SCHEDULE "B" – Post Dated Cheque Form

You must attach a cheque marked "VOID" to this form.

Name and Mailing Address

Property Address

Roll Number

Lot Block Plan

Roll Number

1. I/we hereby authorize the Village of Marwayne to deposit a post-dated cheque on the _____ of the month or on the next banking day thereafter.
 - a. For all property taxes including any local improvement levies payable to the Village of Marwayne
 - b. In the amount of the monthly payment calculated on the _____ day of each month beginning on the date indicated below.
 - c. And which amount may increase/decrease to the amount shown on the annual combined Property Assessment and Tax Notice by the Village of Marwayne to reflect monthly adjustments required on the new balance.
2. Post-dated cheque payment method allows payment to be made equally over the year, without interest being applied. The Village will accept post-dated cheques to pay annual taxes and will not apply interest as long as all conditions set forth in this policy are met.
3. The first 6 post-dated cheques are to be in the villages' possession prior to the first payment. The next 6 post-dated cheques are to be in the possession of the village prior to July 1 with the adjusted amounts about receipt of that years tax assessment notice.
4. This authorization may be cancelled at any time upon written notice by me/us, and all outstanding taxes become due and payable and subject to penalties.
5. Any payment return NSF may result in termination of the plan, and all outstanding taxes become due and payable and subject to penalties.
6. In the event of a sale of the above noted property or a change in bank accounts, I/we will notify the Village of Marwayne at least 10 days prior to the next payment date, to arrange for cancellation.
7. Any delivery of this authorization to you constituted delivery by me/us.
8. All persons whose signatures are required to sign on the bank account have signed the agreement below.



Signature _____

Signature _____

Date

(_____) _____
Phone Number

Email Address

VILLAGE OF MARWAYNE OFFICE USE ONLY	
PAPP APPROVED ON	
APPROVED BY	
START DATE	
PAYMENT AMOUNT	