



## 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 1<sup>st</sup> and 15<sup>th</sup> 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 15<sup>th</sup> 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 predetermined 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" – Pre-Authorized Debit Form

**Roll Number**

**Property Address**

**Legal Description**

**Lot**

**Block**

**Plan**

**Description**

**Name and Mailing Address**

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**Financial Institution that payment is to come from**

**Name of Financial Institution**

**Branch Address**

**City**

**Province**

**Postal Code**

**Branch and Institution Number**

**Account Number**

1. I/we hereby authorize the Village of Marwayne and its Financial Institution to debit my account listed above:
  - a. For all property taxes, including any local improvement levies, in the amount of the monthly payment calculated by the Village of Marwayne on the 15<sup>th</sup> day of each month beginning on the date indicated below.
  - b. 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. A cheque marked "VOID" is attached to this authorization.
3. This authorization may be cancelled at any time upon written notice by me/us, and all outstanding taxes shall become due and payable and subject to the applicable penalties.
4. Any payment return NSF may result in termination of the plan, and all outstanding taxes become due and payable and subject to penalties.
5. 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, or to provide the new bank account information and a cheque marked "VOID".
6. Any delivery of this authorization to you constitutes delivery by me/us.



7. 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 |  |
|-------------------------------------|--|
| <b>PAPP APPROVED ON</b>             |  |
| <b>APPROVED BY</b>                  |  |
| <b>START DATE</b>                   |  |
| <b>PAYMENT AMOUNT</b>               |  |