



Taxes / Water/Wastewater Personal Pre-Authorized Debit Plan Information Property OWNERS ONLY for properties NOT IN ARREARS

What is Pre-Authorized Debit (PAD)?

This is a payment plan that authorizes the Town of Bradford West Gwillimbury to automatically withdraw funds from the bank account you designate to make your property tax and/or water/wastewater payments. There are no administrative or activation fees for this method of payment.

Bradford West Gwillimbury offers three different payment plans:

No penalty is applied to any of these plans as long as payments are honored.

Taxes

1. 10 Month Plan (for fully assessed properties only):

Monthly instalments are based on 11% of the previous year's annualized taxes and will be withdrawn on the last business day of each month from January to September, inclusive. Any adjustment to pay the balance of the total year's taxes will be withdrawn on the last business day of October. Applications for this plan will **not be accepted after July 10th of the current year.**

2. Due Date Plan:

Withdrawals will be made on the due dates for the amounts as indicated on the interim and final tax bills.

Non-Capped Property - Residential, Farm, Managed Forest, Pipeline Assessment
Tax Class: **February, April, June and September**

Capped Property - Commercial, Industrial, Multi-Residential Assessment Tax
Class: **February, April, August and October** (these due dates also apply to properties with **mixed assessment tax classes**)

Note: If you receive an additional (supplementary) tax bill during the year, **the supplementary taxes are NOT included in the pre-authorized payment plan and MUST be paid separately.**

Water/

Wastewater

3. Due Date Plan:

Withdrawals will be made on the due dates for the amounts indicated on the water/wastewater utility bills.

Monthly Payment Plan (Taxes) – **Penalty and interest will apply.** This plan is now **ONLY** available if you are **2 years in arrears or greater.** Please contact our office directly to make arrears payment arrangements. **If you are currently enrolled in this plan this change will NOT affect you.**

What are the benefits?

- No missed payments
- Easier budgeting
- Savings on postage and bank fees
- Once enrolled in a plan, you do not have to re-apply in subsequent years

Is it confidential and safe?

YES! The Town's bank handles all of the payment transactions. Access to your bank account is limited solely to the withdrawal of the tax / water/wastewater payment funds as authorized. Account information and balances are not available to Town staff.

What if I miss a payment?

A service charge shall be applied in accordance with the Fees and Charges By-law if payment is dishonoured by the bank for any reason. This returned payment, including all service charges, **will NOT be resubmitted through the PAD and MUST be paid separately by cash, cheque, debit or through your financial institution to the Municipality.**

The Municipality has the authority to cancel the PAD if there are an excessive number of returned transactions.

What if I change banks/accounts?

It is your responsibility to notify the Finance Department in writing, and provide a **VOID cheque** or **PAD setup form** from your bank for the new account. We require **minimum 7 business days notification prior to your next scheduled withdrawal** to make the necessary adjustments.

How do I sign up?

- Ensure the applicable account balance(s) are paid and current
- Complete and sign the Personal Pre-Authorized Debit (PAD) Agreement
- Attach a **VOID cheque** or **PAD setup form** from your bank
- For joint accounts that require more than one signature, both parties must sign the agreement
- Return the agreement using the method that is most convenient for you

Can I cancel?

If you wish to cancel or withdraw from the plan, notification must be sent to our office a **minimum of 7 business days prior to your next scheduled withdrawal.**

- I/we acknowledge that I/we have read and understand all terms and conditions of the PAD agreement as noted above and I/we have completed, signed and returned the PAD agreement to the Town.

Telephone:	905-775-5303 Extensions 3100 or 3109
E-mail:	finservices@townofbwg.com
Fax:	905-775-4472
Mail:	P.O. Box 160, Bradford, ON, L3Z 2A8
In Person:	61 Holland Street East Open Monday-Friday from 8:30am to 4:30pm (Drop Box is available after hours – NO CASH PLEASE)