

Town of The Blue Mountains

Options for Paying Your Taxes

1. **In Person:** At the FINANCE Reception Desk, Main Floor, 32 Mill Street, Thornbury. Office Hours are Monday to Friday, 8:30 am to 4:30 pm. Direct Debit accepted (Credit Cards *not* accepted). There is a box marked 'After Hours Mail Drop Box' outside the east doors [Mill Street entrance] where you can drop cheque/money order payments.
2. **By Mail:** Send your cheque/money order payable to *The Blue Mountains* to: PO Box 310, Thornbury, ON N0H 2P0. Please include payment stub, or indicate the tax roll account number on the payment.
3. **By Courier:** Send your payment to 32 Mill Street, Main Floor Finance, Thornbury, ON N0H 2P0.
4. **At Bank:** Ensure Teller selects *Blue Mountains (Town of) Tax* and not your Utility account. There is a 'Transfer Fee' of \$20 charged for incorrect payment per instance, after the first instance.
5. **Telephone:** Check with your financial institution for information on setting up this method of payment.
6. **Internet:** To set up, search 'Payees' for *Blue Mountains (Town of) Tax*. When entering account number, use the first 15 digits of the roll number ie 424200000123456 (leave off the last four zeros). **EXCEPTION RBC customers: 4242 is hardcoded and last four zeros have to be included.** Please note that if you have your taxes and utilities set up for payment via internet, always ensure to select your 'Tax' account when making tax payments and not your 'Utilities' account. There is a 'Transfer Fee' of \$20 charged for incorrect payment per instance after the first instance.
7. **Through a Mortgage Company:** Mortgage companies may provide a service to pay property taxes as part of your monthly mortgage instalment. The Town sends information on the tax amounts due directly to your mortgage company. You will receive the Final Tax Bill in August of each year for your information. Please retain this bill for income tax purposes.
8. **Pre-Authorized Payment Plan "PAP":**

Plan #1 – Ten Monthly Withdrawals – 1/10th of the amount of your previous year's taxes will be automatically withdrawn on the first day of each month from January through August. A letter indicating this amount will be mailed in early December.

NEW FOR 2016 In August, when the final tax amount for the year is levied, the monthly payment amount will be recalculated and a letter mailed to you. This new payment amount will be withdrawn on the first day of September and October. There will no longer be a November 1st reconciliation payment or refund.

An application for the monthly plan must be received by November 30th for the following year, there is no mid-year enrolment.

Plan #2 – Four Withdrawals on the Due Dates - On each of four due dates, the end of March, May, August and October, the tax instalment will be automatically withdrawn from your bank account. ***An application for the due date plan must be received by the 15th of the month that the tax instalment is due.***

Notes:

- *Taxes must be paid in full before enrolling in either plan.*
- *You do not have to reapply every year.*
- *For your information, you will continue to receive Interim and Final Tax Notices. These notices will be marked as being paid via 'PAP'. For monthly PAP taxpayers, the balance shown as 'Past Due' on the tax bill is the amount on the account as of the day the bill was prepared, no payment is required.*
- *If/when you sell your property, please notify the Town in writing to remove the pre-authorization from the tax roll account.*

<see next page for Pre-Authorized Payment Plan Application>



Pre-Authorized Payment Plan Application

Please complete this application and return it with a cheque marked VOID OR an account information sheet from your bank, to “**Town of The Blue Mountains**” via one of the following methods:

- In Person:** Reception Desk, 32 Mill Street, Thornbury, ON
- By Mail:** PO Box 310 32 Mill Street, Thornbury, ON N0H 2P0
- By Courier:** 32 Mill Street, Main Floor, Finance, Thornbury, ON N0H 2P0
- By Fax:** 519-599-2474
- By e-mail:** tax@thebluemountains.ca

First Time Application **Information Update**

Name(s): _____

Roll Number of Property: 42-42-000-0 __ __ - __ __ __ __ - 0000

Property Address: _____

Mailing Address (if different from above): _____

Telephone # home _____ **Telephone # work** _____

Fax # _____ **E-mail** _____

Pick Your Plan (please check one):

- Plan #1 – Ten (10) monthly instalments January to October**
(plan available by Nov 30th of each year for the next year.)
- Plan #2 - Four (4) regular tax instalment due dates**
(plan available up until the 15th of the month the instalment is due.)

I / We authorize Town of The Blue Mountains to debit my / our account as indicated for all estimated property taxes payable to Town of The Blue Mountains. The treatment of each payment shall be the same as if I / We had personally issued a cheque authorizing payment from my / our account. This authorization may be cancelled upon written notice by me / us.

Signature of account holder: _____

Signature of joint account holder: _____