



## **THE CORPORATION OF THE CITY OF SARNIA**

### **Finance Department - Tax Office**

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### **Pre-Authorized Tax Payment Plan Guidelines**

The Pre-authorized Payment Plan (PAP) is available, at no cost, to all property taxpayers, both residential and commercial, as long as their tax account has no arrears. To join the PAP program your property structure must be fully assessed.

Application forms are available at City Hall, first floor, Tax Department and at [www.sarnia.ca](http://www.sarnia.ca). The completed and signed application form must be sent to the Tax Department accompanied by a VOID cheque or PAD form from your bank.

**All enrollments and/or cancellations must be received by the 20<sup>th</sup> of the month.**

#### **Monthly Pre-Authorized Payment (PAP) Plan**

- The monthly PAP tax payment plan runs from November to October. If you wish to join after the plan begins, payments will be adjusted accordingly.
- Payments will be deducted from your bank account on the **last business day** of each month.
- The Tax Department will notify the taxpayer of each change in the amount to be withdrawn from their bank account. Monthly payments are adjusted twice per year, first in November and again in June (Residential) and August (Commercial), after the final taxes for the year have been determined.
- You will be mailed a Final tax bill for information purposes. These bills should be kept for income tax purposes and the information verified.

#### **Installment Pre-Authorized Payment (PAP) Plan**

- The property tax installment amount will be deducted from your bank account on **each property tax installment due date**.
- You will be mailed an Interim and Final tax bill for information purposes. These bills should be kept for income tax purposes and the information verified to be correct.

If you own more than one property, a separate Pre-Authorization Agreement is required for each property.

Any payment default will immediately, at the discretion of the City, cause the account to be removed from the PAP Plan.

It is YOUR responsibility to inform the City in writing, if your bank account information changes and supply a new VOID cheque or PAD form from your bank, or to cancel participation in the PAP program in writing if the property is sold.