

Pre-Authorized Payment Program (PTP)



Enrollment Form

Before completing this enrollment form, please carefully read the Terms and Conditions located on page 2.

Enrollment deadline for the 2019 Interim Billing is May 1, 2019

Property Owner Information:

Roll number:

Contact name(s):

Property address:

Mailing address (if different from above):

Home phone:

Cell phone:

Please enroll me in the following PTP Program (select only one):

Monthly – First Withdrawal: June 28, 2019

Quarterly – Please select month for first withdrawal (February, April, June, or September):

Please check that you agree to the following:

My property is fully assessed and has been fully assessed for a minimum of one year.

My mortgage company is currently not responsible for paying property taxes on my behalf.

My property tax installments for February and April have been paid or will be paid by their respective due dates.

I/we have carefully read and agree to the Terms and Conditions of the PTP Program as outlined on page 2 and authorize the bank to withdraw and issue payments payable to the Town of Milton.

I have attached a void cheque or a direct deposit form.

NOTE: Name(s) on cheque or direct deposit form **must** match name(s) of the legal owner(s) on title. If someone other than the legal owner(s) is making the payment, please complete the information below:

Name(s):

Relation to applicant:

Phone number:

Signature(s):

Property Owner Authorization:

Signature(s):

Date (mm/dd/yy):

Email:

Submission Information:

Email: taxes@milton.ca

Fax: 905-876-5026

In person: Monday – Friday, 8:30 am – 4:30 pm
150 Mary Street
Milton, ON L9T 6Z5

By Mail: PO Box 400
Milton, ON L9T 4Z1

Corporate Services Department: Tax Division, **Address:** 150 Mary Street, Milton, ON, L9T 6Z5

Phone: 905-864-4142, **Fax:** 905-876-5026, **Email:** taxes@milton.ca

Information provided on this form and any applicable attachments, is collected under the authority of the Municipal Act, 2001, Section 340, and will be used by the Town of Milton, Corporate Services Department to process your request. If you have questions about this collection, please contact a member of the Tax Division, 150 Mary Street, Milton, ON, L9T 6Z5, 905-864-4142.

Last Updated: November 6, 2018

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Terms and Conditions:

Authorization

The signature on this application form will act as an agreement to all terms and conditions of the program.

Program(s) and Withdrawal Dates

- The Due Date Plan offers 4 annual withdrawal dates being the last business day of February, April, June, and September.
- The Monthly Plan offers 12 withdrawals, occurring on the last business day of each month from November through October.
- If you submit this application but forget to check off a plan, you will automatically be enrolled in the due date plan for the next scheduled withdrawal date.

Mailing of Notices - Monthly Plan

Final tax bills, inclusive of any budget changes and current year assessment values, will be mailed in June indicating the amount of the 12 withdrawals (June – May). New enrollments for the Interim billing will be mailed in November indicating the amount of the first 7 withdrawals (November – May).

Mailing of Notices - Due Date Plan

Interim notices will be mailed in January and will indicate the amount of the first 2 withdrawals (February and April). Final tax bills will be mailed in May and will represent the remaining 2 withdrawals (June and September).

Receipt of Payment

If you require a receipt of payment, please use your most recent tax bill. If you require further proof of payments, please email or bring your most recent bill to Town Hall to have it stamped with payments received to date. Should additional receipts be required at any other time, an administrative fee will apply.

Arrears/Overdue Taxes

The PTP program requires taxes to be current at all times. Should the tax account become overdue, the property will be removed from the program and will be issued regular due date billings.

Sale of Property

The "Pre-authorized Payment Plan Account Change or Cancellation Request" form must be completed, signed and returned to our office by the 20th day of the month of cancellation, in order to cancel future withdrawals. Failure to notify the Town of upcoming sales and effective cancellation dates could result in further payment withdrawals. Withdrawals that are made after the sale date can only be refunded once the Statement of Adjustments (provided to you by your solicitor) has been verified. Fees may apply if a refund occurs due to taxes paid in error. If you move within Milton, the PTP program is not transferable. The program must be cancelled on the previous property and a new application must be completed for the new property according to the enrollment deadlines indicated within the terms and conditions of this program.

Bank Account Changes/Program Cancellation

For account changes or program cancellation, the "Pre-authorized Payment Plan Account Change or Cancellation Request" form must be completed, signed and returned to our office by the 20th day of the month of the change or cancellation.

Returned Payments/Penalties

An administrative fee will be applied for payments not cleared by your financial institution. In addition, a late payment charge of 1.25% may be added per month until paid. If the payment is not replaced in the specified time, your account will be removed from the program.

Additional Charges

Additional charges added to the account, will not be automatically withdrawn from the bank account on file. Payments for such charges must be paid separately by the due date indicated.

Payment Adjustments

Rounding issues may occur on an annual basis. Payment adjustments will be made without providing notice and will be automatically withdrawn from your account.

Taxes Levied

Taxes levied for all current and previous years must be paid in full prior to the enrollment deadline.