

# PRE-AUTHORIZED TAX PAYMENT PLAN (PTP)

## Who is eligible?

You are eligible for the program if your tax account is in good standing at your desired start date; a mortgage company is not paying taxes on your behalf; and your property is fully assessed. All tax amounts due prior to the desired start date must be paid in full or the application will not be processed and will be returned to you.

## How the Program Works

1. Once the application is completed, attach a void cheque and mail application to City of Brampton, Tax Services, 2 Wellington St. W, Brampton ON L6Y 4R2 or fax to 905.874.2296 prior to the close of the enrolment period.
2. In December (Interim Billing Start), you will receive a notice advising of the instalment amounts for the Interim Billing of the next year. Please note your Interim taxes will be calculated using your previous year's annualized taxes.
3. In June (Final Billing Start), you will receive a notice advising of the instalment amounts for the Final Billing. The amount will be based on the current tax rate and your current year's assessment minus the Interim Billing.
4. Please Note: If you are moving, your PTP is not transferable; a new application form and void cheque must be submitted. If you require further assistance, please visit [www.brampton.ca/contact](http://www.brampton.ca/contact) or call the City of Brampton Tax Services at 311 or 905.874.2000.

## Bank Account Changes and Program Cancellation

Please inform the City of Brampton Tax Services immediately if any withdrawal from your account is not in accordance with the terms of your agreement (e.g. different amount or date), or processed after you have cancelled the agreement. Any payments not processed by your Financial Institution will be subject to a fee in accordance with the City of Brampton's current user fee by-law. For changes or cancellation from the

program, written notice to the City of Brampton, Tax Services is required at least 30 days before the next withdrawal date. A new void cheque must be submitted for any bank account changes.

## Penalties and Charges

An administration fee will be applied to your account for payments not cleared by your financial institution. In addition, late payment charges will be applied to overdue taxes at a rate of 1.25% on the day after the due date and on the first day of each month until paid.

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to reimbursement for any debit that is not authorized or is not consistent with this Pre-Authorized Debit (PAD) Agreement. To obtain more information on your recourse rights, contact your Financial Institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

Personal information on this form is collected under the authority of Section 342 of the Municipal Act, 2001 and will be used to determine eligibility for enrolment in a Pre-Authorized Tax Payment Plan for automatic bank withdrawals to remit taxes to the City of Brampton.

Questions about this collection should be directed to the City of Brampton Tax Services, 2 Wellington St. W. Brampton, Ontario, L6Y 4R2, 311 or 905.874.2000.

**Alternate format available upon request.**

# Pre-Authorized Property Tax Payments Program

Enjoy the benefits!



**Avoid Late Payments**



**Save on postage**



**No Lineups**



**No Fees**

# PRE-AUTHORIZED APPLICATION FORM

## How it works:

1. The City of Brampton provides this Personal Pre-Authorized Debit (PAD) program in accordance with the rules established by the Canadian Payment Association (CPA).
2. The City of Brampton offers two Pre-Authorized Tax Payment (PTP) plans. Taxes can be withdrawn automatically from your bank account either monthly or on instalment due dates.
3. Any payments made by post-dated cheques will be processed and may alter the amount of your future withdrawal.

## How to enrol:

1. Select the plan you wish to enrol in.
2. Complete and return this application and attach a void cheque (line of credit, credit card and savings accounts cannot be used).
3. Mail the application to City of Brampton, Tax Services, 2 Wellington St. W, Brampton ON L6Y 4R2 or fax to 905-874-2296.
4. Return the application to the City no later than first week of November for **INTERIM BILLING** or first week of May for **FINAL BILLING**.

## Arrears

Your account must remain in good standing prior to enrollment and during the program. If your account is in arrears at any point in time, you may be removed from the program.

**Yellow area must be fully completed.** If you require assistance completing this form, please visit our website [www.brampton.ca/contact](http://www.brampton.ca/contact) or telephone the City of Brampton Tax Services at 311 or 905.874.2000.

## When would you like to start?

### INTERIM BILLING START

To enrol beginning with the Interim Billing, applications must be received by the first week of November and must have no outstanding or future balances due.

### FINAL BILLING START

To enrol beginning with the Final Billing, applications must be received by the first week of May and must have no outstanding or future balances due.

## Withdrawal Date Options

I. Due Date Plan (Maximum 6 withdrawals corresponding with the regular instalment due dates)

II. Monthly Plan (Maximum 12 monthly withdrawals for residential and 11 monthly withdrawals for non-residential properties).

If choosing monthly plan, when would you want the withdrawals to be made?

1st of the month     15th of the month  
(or next business day)

**Please note:** If a preferred option is not selected, your application will be returned to you. **Overdue balances of up to \$100 will be automatically withdrawn from your account without notice to keep your tax account in good standing.**

**Tax Roll # 10** - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - **0 0 0 0**

**Property Address** \_\_\_\_\_

**Billing Name(s) 1.** \_\_\_\_\_ **2.** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Phone (Home):** \_\_\_\_\_ **Phone (Other):** \_\_\_\_\_ **Email:** \_\_\_\_\_

I (we) hereby agree to all the terms and conditions outlined in the PTP program and authorize my bank to draw payments payable to Brampton Taxes for payment of property taxes.

**Signature 1** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature 2** \_\_\_\_\_ **Date** \_\_\_\_\_  
(if required)

Mail, fax or bring your completed application form to: Corporate Services, Finance Division, Tax Services, City Hall, 2 Wellington Street West, Brampton, Ontario L6Y 4R2

Call **3-1-1** or 905.874.2000 • Fax : 905.874.2296 • TTY: 905.874.2130