

## **Pre-Authorized Payment Plans Forms**

Payor Authorization can be accepted at any time during the year.

Tax accounts must be in good standing and not have any arrears before starting a payment plan. If there is an outstanding balance, this must be paid in full before enrolling.

Authorization forms must be received 14 business days prior to the due date to be included in that payment processing cycle.

Two (2) Payment Plans are offered:

### **1. Quarterly - Instalment Due Dates**

- Interim Taxes:
  - February 28
  - May 31
- Final Taxes
  - August 31
  - Nov 30

### **2. Monthly – 10 Instalments**

- February 21
- March 21
- April 20
- May 20
- June 20
- July 20
- August 22
- September 20
- October 20
- November 21