

**THE CORPORATION OF THE CITY OF ELLIOT LAKE
PRE-AUTHORIZED PAYMENT PLAN
PROPERTY TAXES**

Convenience & Savings!

Pre-authorized payments have many benefits

- There are no cheques to write out
- You don't have to look for a parking space
- There is no waiting in line to pay your taxes
- You save on postage and transportation costs
- You don't have to keep track of due dates or payments
- You never pay a penalty for missing a due date - monthly payments allow for easier budgeting

Are you eligible?

- If you own a residential or commercial property you can take advantage of this convenient plan
- If you have any arrears on your properties then special arrangements can be made in person
- You can enroll in this plan for any or all of your properties
- Your initial application is valid as long as you own the property and for as long as you want to stay in the plan - you do not have to re-apply every year

Plan #1 – Monthly Convenience

Your tax payment will be automatically withdrawn from your bank account in twelve (12) equal payments starting January 5th of each year. Adjustment for tax increase or reduction will be made from September 5th to December 5th.

Plan #2 – Four (4) Payments

Your tax payment will automatically be withdrawn from your bank account on each installment due date (March, June, September and November).

Withdraw Any Time!

If you want to withdraw from the pre-authorized plan, notify the Tax Department by the 15th day of the month.

How Do I Get Started?

Fill in this application.

By Mail: City of Elliot Lake
Tax Department
45 Hillside Drive North
Elliot Lake, ON P5A 1X5

In Person: City Tax Department, City Hall

With Your Application

Please enclose one of your personal cheques marked "VOID"
This will ensure that payments are withdrawn from the correct bank account.

Need Information?

For further information, call the City of Elliot Lake Tax Department at **848.2287 ext. 2109**



PRE-AUTHORIZED PROPERTY TAXES PAYMENT PLAN APPLICATION FORM

Name: _____

Roll Number: _____

Property Address: _____

Mailing Address : _____

Telephone: _____
Residence *Work*

I/We authorize the City of Elliot Lake to debit my/our account indicated for all estimated property taxes payable to the City of Elliot Lake: (Please check one)

- Twelve (12) monthly payments
- Four (4) regular tax installment due dates

Be sure to include an unsigned cheque marked "VOID". For joint accounts requiring more than one signature all parties must sign this application

Bank Name: _____ Signature: _____ Date: _____

Account #: _____ Signature: _____ Date: _____