



Monthly Payment Plan

ACCOUNT INFORMATION:

Date: _____

New Change Property Taxes Utilities Accounts Receivable (check all that apply)

Name: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

PROPERTY TAXES:

Property Address: _____

Tax Roll Number: _____

I will make monthly payments by: Online Banking Post Dated Cheque Walk-In Payment

Payment Plan Calculation for Property Taxes (at time of enrolment)

Current Levy: _____ divided by 12 months = _____ per/month.

Effective Date: _____

UTILITIES/ACCOUNTS RECEIVABLE:

Property Address: _____

Utility Account: _____ A/R Account: _____

Effective Date: _____

The personal information contained in this form is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act, and is provided by the permission of the above resident(s) for the use of collecting records for the monthly payment plan of tax account in the Town of Fox Creek. If you have any questions about the collection, contact the Town of Fox Creek's FOIP Coordinator at 782-622-3896

TERMS AND CONDITIONS:

1. All Accounts must be paid in full prior to the initiation of the Monthly Payment Plan.
2. I (We) understand that this plan is continuous and runs from January to December each year.
3. I (We) authorize the Town of Fox Creek to process your provided payments as per this agreement.
4. The first five monthly payments for property taxes are based on the previous year tax levy. Tax notices are issued in May. Monthly payment amounts from June to December will be automatically adjusted in accordance with any change in the municipal tax rate. This ensures your tax account is at a zero balance on December 31st of the calendar year.
5. Any payments that are dishonored by the Payor's financial institution by reason of non-sufficient funds, stop payment, account closed etc., will entitle the Town to remove the Payor from the Tax Installment Plan immediately without prior notice, unless payment is made up before the 10th day of the following month.
6. Any payments that are dishonored by the Payor's financial institution will incur a fee, which will be added to the applicable tax roll and will be due and payable by the Payor.
7. The Payor is responsible to advise the Town in writing, by the 1st of the month, of any changes required in that month (i.e.: Payor information, bank account information, cancellation of the Plan, etc.).
8. The Town of Fox Creek has the option to cancel your plan if there are more than 2 NSF returns in a calendar year, utility arrear are transferred to your account due to non-payment, continuous monthly payments are not being made or if there is any outstanding balance on your tax account on December 31st. In default of payment, the full amount of outstanding taxes becomes due and payable and subsequently will become subject to terms and penalties with Bylaw No. 809-2018.
9. Monthly Payment Plan applications are NOT transferable from one property to another, a new application form must be completed for each property.
10. I (We) understand that if monthly payments are being made by walking in or online banking it is my (our) responsibility to make necessary adjustments to ensure taxes are paid in full for the current year by December 31 otherwise terms and penalties with in Bylaw No. 809-2018 will apply.
11. I (We) have read, understand and agree to the Terms and Conditions of the Monthly Payment Plan.

Signature of Applicant(s)

Date

CONTACTS:

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