



PRE-AUTHORIZED PAYMENT PLAN OPTIONS

Please Note: *All property tax accounts must be current (no outstanding balances) in order to register for either pre-authorized payment plan.*

The Municipality of Bluewater offers the following two (2) Pre-Authorized Payment Plan options:

1. DUE DATE PAP (4 installments)

The amount of the tax installment due will be automatically withdrawn from your account on the due date.

The tax installment due dates are February 28, May 31, September 30 and November 30.

2. 10 MONTH PAP

Payments will be calculated based on 100% of the **previous year's annualized taxes** divided by ten (10). This amount will be automatically withdrawn on the last day of the month from your bank account for the months of February, March, April, May, June, July and August. You will be sent the interim billing (mailed February 1st) as usual BUT **please disregard** the due dates and amounts (*the billing will state: Do NOT pay, you are enrolled in a pre-authorized payment plan if enrolled prior to processing the billing by January 10th*); you will receive a follow up notice (letter) approximately a week later letting you know the amount of your payment for these months.

Once the final billing has been processed your payments will be recalculated to reflect the balance owing into equal payments for the remaining months September, October and November. You will be sent the final billing (mailed September 1st), **please disregard** the due dates and amounts; (*the billing will state: Do NOT pay, you are enrolled in a pre-authorized payment plan if enrolled prior to processing the billing by August 10th*); you will receive a follow up notice (letter) approximately a week later letting you know the amount of your payment for the remaining months of September, October and November.

To sign up for a Pre-Authorized Payment Plan you must sign the **Customer Authorization Agreement** and provide a "VOID" cheque for the bank account to be accessed. Please ensure to indicate which PAP option you wish to have initiated and the effective date.

Note: If you wish to switch from Due Date Plan to 10 Month Plan, please complete a new agreement and send to our office with a "VOID" cheque indicating the desire to switch plans.

The deadline to sign up for either plan is the 15th of the effective month.