



Tax Arrears Pre-Authorized Tax Payment Plan

The City of Sault Ste. Marie offers a pre-authorized payment plan that consists of automatic withdrawals of an agreed amount, from your bank account to pay property taxes that are in arrears. Enrolling in this program will assist you to bring your taxes up to date, but will not eliminate penalty charges. Once your property taxes are up to date, you will be able to enroll in the Pre-authorized payment plan, which does not incur penalty.

Property owners have eight options for worry-free tax arrears payments. Each property must have a separate application.

You will be charged an NSF fee for any payment which does not clear your account. Your plan will be terminated if two-pre-authorized tax payments are not honoured in a calendar year.

The completed application form must be received by the Tax Division seven days in advance of the next withdrawal date.

Return this application with a VOID cheque by:

Email: citytax@cityssm.on.ca

Fax: 705-759-1842

In person or mail: City of Sault Ste. Marie

Tax Division

99 Foster Drive

Sault Ste. Marie, ON

P6A 5X6

Changes to your account:

If you sell your property, cancellation forms are available in the Tax Division, at www.saultstemarie.ca or at most local lawyers' offices. It is important to notify the City's Tax Division immediately to ensure your property is withdrawn from the plan.

For any further information on Tax Arrears Pre-authorized Tax Payment Program, contact 705-759-5290 or email citytax@cityssm.on.ca

*Information collected and retained in accordance with the Municipal Freedom of Information and Protection Privacy Act

Property roll number (from tax bill): 5761 - - - - -

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|------------|---|---|
| Choose one | E1 – 1 st day of the month | E5 – 15 th and last day of the month |
| | E2 – 15 th day of the month | E6 – Weekly on Friday |
| | E3 – Last business day of the month | E7 – Bi-weekly on Friday (odd week) |
| | E4 – 1 st and 15 th days of the month | E8 – Bi-weekly on Friday (even week) |

Amount to be deducted:

Commencing date:

Name(s):

Property Address:

Mailing Address (if different):

Residence telephone:

Daytime telephone:

Bank:

Account number:

I/We hereby agree to all the terms and conditions outlined in the Tax Arrears Pre-Authorized Tax Payment Plan and authorize my bank to withdraw payments to the City of Sault Ste. Marie for property taxes.

Signature(s):

Date:

*Include a blank cheque marked 'VOID' or letter from bank