

## CITY OF OWEN SOUND 2011 INTERIM TAX BILLING INFORMATION

To determine our Interim billing we use the property's previous years annualized assessment value and multiply that by 50% of our 2010 tax rate. Your Interim tax bill is divided into two (2) instalments:

**The First Instalment is due on February 28<sup>th</sup>, 2011**

**The Second Instalment is due on March 31<sup>st</sup>, 2011**

**PAYMENTS:** You have many ways to pay your property tax bill.

- Pre-Authorized Debit (PAD) Plan – see details below
- Process your payment through your bank via Internet or Telephone banking.
- Mail your payment. Please ensure you enclose the appropriate stub with your cheque.
- Deposit payment in our drop box located at the front door of City Hall.
  - **Please, No Cash In The 'Drop Box'.**
- You may also pay your property taxes by Cash or Debit directly at our office.
- If paying by cheque we encourage you to save time by enclosing two cheques in one envelope to pay your 1<sup>st</sup> and 2<sup>nd</sup> instalment. Post-date your 2<sup>nd</sup> cheque to March 31, 2011 and we will process it on that date.

If you prefer we have two (2) Pre-Authorized Debit (PAD) Plans available for you to conveniently pay your property taxes. More information is available on our website @ [www.owensound.ca](http://www.owensound.ca) .

- With the 'INSTALMENT ONLY' PAD Plan, each of your four (4) yearly instalments will automatically be deducted from your bank account.
- With the 'MONTHLY BUDGET' PAD Plan, your property taxes can be paid over a ten (10) month period and will automatically be deducted from your bank account. (i.e., January to October).

We are able to add these payment plans to your account at various times throughout the year. Please see the reverse for the PAD enrollment form or print from our website @ [www.owensound.ca](http://www.owensound.ca) .

**RECEIPTS:** Your cancelled cheque will be your receipt of payment. If an additional receipt is required please enclose your complete tax bill along with a self addressed stamped envelope with your payment.

**PENALTY / INTEREST:** As provided by the Municipal Act, 2001 and City By-Law penalty/interest will be charged at a rate of 1¼ % per month. These late payment charges may be added to tax accounts on the 1<sup>st</sup> day of default as well as the 1<sup>st</sup> day of each month thereafter, until the account is paid in full.  
**Payments are applied to all interest/penalty first and then to the oldest unpaid tax amount.**

**OTHER INFORMATION:** If you have questions regarding your property assessment please contact the Municipal Property Assessment Corporation - MPAC's Customer Service Office @ 1-866-296-6722 or in person at the Owen Sound office located at 900 10<sup>th</sup> St. W., Unit 2, Owen Sound.

Applications, Forms and Taxation Information are available from our Web Site: [www.owensound.ca](http://www.owensound.ca). Once at our web site, select "Get tax information" from the "I want to..." bar on the right of the screen. Or you can visit our Service Owen Sound counter located on the 1<sup>st</sup> Floor of City Hall at 808 2<sup>nd</sup> Ave East.

If you have recently sold your property and you are no longer responsible for the property taxes levied against it, please return the tax bill to our office indicating when the property was sold.

**TAX REBATES:** The **deadline** to submit most applications under the Municipal Act, 2001 for the 2010 taxation year is February 28, 2011. This includes Vacancy rebates for Commercial and Industrial properties, as well as Charity rebates for taxes paid by Registered Charities on Commercial or Industrial properties. Applications must be received by the Tax Office by **February 28, 2011.**

Note: Applications received after the deadline cannot be accepted.

**CITY HALL BUSINESS HOURS - MONDAY TO FRIDAY 8:30 AM TO 4:30 PM**

If you have questions regarding your 2011 Interim Tax Bill or information contained in this insert, please feel free to contact our Tax Department at (519) 376 – 4440 x 1249.

**IF YOU HAVE NOT ALREADY AND WISH TO  
SIGN UP FOR YOUR PRE-AUTHORIZED PLAN,  
PLEASE COMPLETE AND RETURN THIS FORM**

**Please Return to:**  
**Tax Department**  
City Of Owen Sound  
808 2nd Ave East  
Owen Sound ON N4K 2H4



**For more information:**  
Telephone: 519-376-4440 x1249  
Facsimile: 519-371-0511  
E-mail: [dstephens@owensound.ca](mailto:dstephens@owensound.ca)  
Web: [www.owensound.ca](http://www.owensound.ca)

**CUSTOMER AGREEMENT & AUTHORIZATION FORM**

**PRE-AUTHORIZED DEBIT (PAD) PLAN FOR CITY OF OWEN SOUND PROPERTY TAXES**

**\*\*TAXES MUST BE PAID UP TO DATE TO BE ELIGIBLE FOR ONE OF THE PAYMENT PLANS\*\***

PLEASE SELECT A PLAN:

**MONTHLY BUDGET PLAN**  
- Ten (10) Payments (Jan-Oct)

**INSTALMENT ONLY PLAN**  
- Four (4) Payments

**PLEASE PRINT**

**PROPERTY AND TAXPAYER INFORMATION:**

**Roll Number:** 42 - 59 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 0000

**Municipal Address Of Property:** \_\_\_\_\_  
\_\_\_\_\_

**Assessed Owner's Name(s):** \_\_\_\_\_  
\_\_\_\_\_

**Type of property:** Personal  Business

**Owner's Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

(City) (Province) (Postal Code)

**Owner's /Contact's Telephone Number:** (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**FINANCIAL INSTITUTION INFORMATION:**

**Financial Institution (FI):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

(City) (Province) (Postal Code)

**FI Account Number:** \_\_\_\_\_ **FI & Transit Number:** \_\_\_\_\_

Branch = 5 digits, FI = 3 digits

**BE SURE TO ATTACH A "VOID" CHEQUE TO THIS AUTHORIZATION FORM**

I/We authorize the City of Owen Sound, and the financial institution designated, to begin deductions as per my/our instructions for regular monthly recurring payments or one time payments from time to time, for payment of all charges arising under my/our City of Owen Sound Property Tax account(s). Regular monthly payments will be debited on the last working day of each month. Instalment plan customers will have their payments debited on the instalment due date. The City of Owen Sound will provide written notice of the amount for the debit in advance of the debit date(s) This authorization remains in effect until the City of Owen Sound Tax Department has received written notification from me/us of its change or termination. This notification must be received in writing at least 10 days prior to the next scheduled debit. I/We have certain recourse rights if any debit does not comply with this agreement. I/We have the right to reimbursement for any PAD that is not authorized or is inconsistent with this PAD agreement. To obtain further information I/we may contact my/our financial institution or visit [cdnpay.ca](http://cdnpay.ca)

**\*\*\* IMPORTANT NOTE: If Multiple Signatures Are Required To Issue A Cheque Or Authorize A Debit On The Bank Account Being Used For The PAD Plan, Please Ensure They All Sign Below.**

**\*\*\* Authorized Signature(s)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\* Authorized Signature(s)** \_\_\_\_\_ **Date:** \_\_\_\_\_