



Pre-Authorized Tax Payment Guidelines

Pre-Authorized Payments can be set up for monthly or due date withdrawals. Pre-Authorized Payment Plans are available to all property taxpayers at no cost and are a convenient way to ensure a due date is not missed and can help with monthly budgeting.

Application Requirements

- Completed Application Form
- VOID cheque or PAD Form
- No outstanding arrears on tax account
- Property structure fully assessed by MPAC

Pre-Authorized Tax Payment Plan Applications are available in the Customer Service Department of City Hall (first floor) or at sarnia.ca. Completed applications must be sent to the Tax Department with a VOID cheque or Pre-Authorized Debit form (from your bank).

Additional Information

- If you own multiple properties, a separate PAP application is required for each.
- Any payment default (NSF) is subject to the City of Sarnia's returned item fee and may cause the account to be removed from the PAP plan.
- If your banking information changes, it is your responsibility to inform the City. Update information online.
- If your property is sold, it is your responsibility to contact the City by email to taxclerk@sarnia.ca to cancel your pre-authorized payments.
- All enrollments and/or cancellations must be received by the 20th day of the month to be processed.

Pre-Authorized Payment Options

Monthly Pre-Authorized Payment Plan

- Payments are deducted from your bank account on the last business day of the month.
- The cycle for the monthly PAP plan runs from November to October. If you wish to join mid-cycle, payments will be adjusted accordingly.
- Monthly payments are adjusted twice per year: in June, after the final taxes for the year have been determined, and again in November.
- You will be mailed a Final tax bill every year in June, which will include changes in your payment amount. Please verify the information on the bill is correct and retain it for income tax purposes.

Installment Pre-Authorized Payment Plan

- The property tax installment amount will be deducted from your bank account on each property tax installment due date (February, April, June, and August).
 - Please refer to your tax bill or visit sarnia.ca to confirm exact dates.
- You will be mailed an Interim and Final tax bill every year. Please verify the information on the bill is correct and retain it for income tax purposes.

THE CORPORATION OF THE CITY OF SARNIA

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