



# Pre-authorized Tax Payment Plan Application



The Pre-authorized Tax Payment Plan provides for taxes to be automatically withdrawn from your bank account in either monthly withdrawals or according to the regular instalment due dates.

## Sign up for eBill today!

Using the City's Tax Self-Service website, you can sign up to view your Interim and Final tax bills online. It's convenient, secure and paperless.

Sign up now, and view your next property tax bill online.

Visit [mississauga.ca/ebill](https://mississauga.ca/ebill) for details.

## Tax Self Service

Tax Self Services provides quick and convenient online access to a variety of tax services, 24 hours a day, 7 days a week:

- enrol in the Pre-authorized Tax Payment Plan (PTP)
- manage your PTP bank account information
- view your tax account details
- obtain a tax receipt
- change your mailing address or name
- manage your tax PIN

Visit [mississauga.ca/etax](https://mississauga.ca/etax) for details.



### How it Works

Applications can be submitted at any point in time. You can enrol to start having taxes withdrawn from your account with just 15 business days notice. Alternatively to enrol for Interim billing, applications must be received by November 1, for Final billing by June 15. Your account must be up to date to qualify for the program. All taxes due prior to the desired start date must be paid in full.

### Contact Information

Mississauga Taxes  
300 City Centre Drive  
Mississauga, Ontario L5B 3C1

### How to Enrol

1. Ensure all taxes are paid up to date.
2. Select the plan you prefer.
3. Enclose a void cheque, if applicable.
4. If your mortgage company currently pays your taxes, notify the mortgage company of your enrolment on PTP.

Phone: Mississauga 3-1-1 (or 905-615-4311 outside city limits)

TTY: 905-896-5151 (teletypewriter)

Email: [tax@mississauga.ca](mailto:tax@mississauga.ca)

Website: For Residents: [mississauga.ca/tax](https://mississauga.ca/tax)

For Businesses: [mississauga.ca/biztax](https://mississauga.ca/biztax)





Tax Roll Number <b>21 - 05 -</b>		Property Location
Name 1 (As Shown on Tax Bill)		Name 2 (As Shown on Tax Bill)
Phone (day)	Extension	Email Address

**1. Select a Start Date**

- Upon Receipt of Application** (Please allow 15 business days for processing prior to first withdrawal date and must not have overdue taxes)
- Interim Billing Start** (To enrol beginning with the next Interim Billing, applications must be received by November 1st and must have no outstanding taxes due)
- Final Billing Start** (To enrol beginning with the next Final Billing, applications must be received by June 15th and must have no outstanding taxes due)

**2. Select a Plan** (If no selection made, account will be enrolled on the Monthly Plan and withdrawals will be made on the 1st of each month)

- Due Date Plan**  **Monthly Plan** - Choose date:  **1st**  **8th**  **15th**  **22nd**

**3. Provide your Banking Information** (line of credit and credit card cheques are not acceptable)

- Void cheque /direct deposit form attached**
- Bank details below** (It is your responsibility to provide the correct bank transit number, bank number and account number information for pre-authorized payment purposes. Please note attaching a void cheque or direct deposit form reduces the chance of banking information errors. Additional charges will apply if your payment cannot be processed due to incorrect information.)

Bank Name	00577 06212 003 200-202-0	(Sample account ONLY. Write your personal account below.)
Bank Address	Bank Transit Number (5 digits)	Bank Number (3 digits)
	-       -	Account Number

**Type of Pre-authorized Debit:** Pre-authorized Tax Payment (PTP) Plans in respect of properties in the Residential Tax Class shall be considered to be Personal plans. All other PTP plans shall be considered to be Business plans.

**Terms and Conditions Agreement**

I/we authorize the City of Mississauga to automatically withdraw monthly regular recurring payments and/or one-time payments from time to time, for payment of all property taxes (including any additional property taxes as noted below) from my/our bank account in accordance with the chosen plan until such time as written notice is provided to the contrary and, I/we will verify against my/our bank account to confirm that withdrawals are being made as directed.

**I/We acknowledge that:**

- the City of Mississauga will mail interim and final tax bills, showing the amount of each regular debit in respect of property taxes, to the address shown on my/our tax account a minimum of 21 days before the first interim and final withdrawal date.
- if my/our withdrawal date falls on a weekend or statutory holiday, payment will be withdrawn on the next business day.
- this agreement is non-transferable and that I/we must submit a new application for any new ownership changes in the City of Mississauga. I/we may revoke the authorization granted in accordance with this agreement at any time. Notification of changes to bank account, other information or cancellation of this agreement must be made in writing to the City of Mississauga a minimum of 15 business days prior to the next scheduled withdrawal. I/we may obtain a sample cancellation form, or further information on my/our right to cancel this agreement, at my/our financial institution or by visiting <https://payments.ca/>.
- changes to my/our withdrawal date can only be made effective for a subsequent billing period and that written notification must be submitted to the City of Mississauga by November 1st to alter my/our withdrawal date beginning in the next Interim Billing period and by June 15th to alter my/our withdrawal date beginning in the next Final Billing period.
- any payments submitted by post-dated cheque will be processed and may alter the amount of my/our future withdrawal(s). Requests for the return of post-dated cheque(s) are subject to a fee in accordance with City by-law and must be made a minimum of three (3) business days prior to the cheque date.
- if application is being made to begin withdrawals in January, instalments for previous billings with a due date(s) prior to November 1st will not be automatically

withdrawn pursuant to this agreement and payment must be remitted separately by me/us by the specified due date(s). Notwithstanding the above, instalments in respect of additional taxes as noted below due after November 1st will be automatically withdrawn from my account.

- if application is being made to begin withdrawals in July, instalments for previous billings with a due date(s) prior to June 1st will not be automatically withdrawn pursuant to this agreement and payment must be remitted separately by me/us by the specified due date(s). Notwithstanding the above, instalments in respect of additional taxes as noted below due after June 1st will be automatically withdrawn from my/our account.
- additional property taxes resulting from supplementary/omitted assessments pursuant to section 33 or 34 of the Assessment Act and/or assessment changes pursuant to section 32, 39.1, 40 or 46 of the Assessment Act and/or tax appeals pursuant to section 359 or 359.1 of the Municipal Act will be automatically withdrawn on their specified due date(s) and I/we will be notified of the additional withdrawal amount(s) a minimum of 21 days prior to the first withdrawal date.
- the amount of a withdrawal may be reduced as a result of assessment changes pursuant to section 32, 33, 34, 39.1, 40 or 46 of the Assessment Act and/or tax appeals pursuant to section 334, 357 or 358 of the Municipal Act.
- my/our account will be charged a late payment charge and an administrative fee in accordance with City by-laws for payments not cleared by my/our financial institution. If my/our payment is not replaced prior to my/our next withdrawal date, my/our account will be removed from the plan and will revert back to regular instalments.
- additional charges added to my/our tax account, if any, will not be automatically withdrawn from my/our bank account and payment for such charges must be remitted separately by the specified due date.
- I have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PTP that is not authorized or is not consistent with the PTP agreement. To obtain a form for a Reimbursement Claim or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit <https://payments.ca/>.

**I/we hereby agree to all terms and conditions outlined in the Pre-authorized Tax Payment Plan and authorize my/our bank to draw and issue payment payable to Mississauga Taxes for payment of property taxes. Furthermore, I/we acknowledge that all person(s) whose signature(s) are required to sign on this account have signed this application.**

Signature 1	Date
Signature 2 (if applicable)	Date

Personal information on this form is collected under the authority of Section 342 of the *Municipal Act, 2001* and will be used to process your application. Questions about the collection of this personal information should be directed to the Customer Service Advisor at the City's Citizen Contact Centre. Email: [Public.Info@mississauga.ca](mailto:Public.Info@mississauga.ca). Telephone: 311 (905-615-4311 outside City limits).

