



## **PROPERTY TAX HOW TO MAKE A PAYMENT**

**DID YOU KNOW THERE ARE SEVERAL WAYS TO MAKE A PROPERTY TAX PAYMENT?  
THE MOST POPULAR WAY IS THROUGH OUR PRE-AUTHORIZED PAYMENT PLAN!!**

### **PRE-AUTHORIZED PAYMENT PLAN**

- 10 monthly withdrawals or
- 4 installment date withdrawals

### **TELEPHONE OR INTERNET BANKING OR ATM**

- It is important to use the 19 digit roll number when making a payment
- Please allow 3-5 business days for processing

### **MUNICIPAL OFFICE**

- Payments are accepted by cash, debit or cheque
- A mail slot is located to the left of the front door

### **IN PERSON AT FINANCIAL INSTITUTION**

- During institution's regular business hours

### **MAIL**

- A receipt will only be provided if requested and the entire tax bill is enclosed with and a self-addressed stamped envelope

### **MORTGAGE COMPANY**

- If taxes are to be paid by a mortgage company, the bill should be forwarded immediately to the appropriate mortgage company

### **PAYMENT BY CHEQUE**

- Please make all cheques payable to **The Municipality of Thames Centre**
- Post dated cheques are accepted
- A fee of \$35.00 will be applied to your account for any cheque returned by your bank