



## **CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY**

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**SUBJECT: Pre-Authorized Payment Policy**  
**POLICY TYPE: ADMINISTRATIVE**  
**POLICY NUMBER:**  
**ISSUE DATE: June 16, 2026**  
**APPROVED: June 16, 2026**  
**RESOLUTION #**  
**BYLAW NO. 1253-26 (adopt policies bylaw)**  
**REVIEW:**

## **PRE-AUTHORIZED PAYMENT PLAN**

### **PURPOSE**

The Township of Val Rita-Harty establishes this policy to set clear terms and conditions for property owners who choose to enroll in a pre-authorized payment plan.

The Pre-Authorized Payment Policy is the Township's only approved plan and does not apply to property owners remitting monthly or periodic tax and/or water payments.

### **POLICY DETAILS**

1. To enroll in the pre-authorized payment plan, property owners must submit a completed enrollment form and a void cheque to the Township of Val Rita-Harty at least fifteen (15) business days before the first withdrawal.
2. To qualify for the pre-authorized payment plan, property taxes must be paid in full and up to date at the time of application.
3. Property owners are responsible for ensuring their payments cover the total amount owing. Any outstanding balance will be automatically withdrawn and included in the December pre-authorized payment. Interest will be charged on overdue balances at the rate set annually during the budget process.
4. No interest will be paid on credit balances held on the account.

5. To update banking information, property owners must provide a new void Canadian cheque at least fifteen (15) business days before the next monthly payment.
6. Any pre-authorized payment rejected by the financial institution will be subject to service charges set by the Township of Val Rita-Harty, in addition to any fees charged by the financial institution.
7. If two payments are rejected within the fiscal year, the Township of Val Rita-Harty may remove the property owner from the plan by written notice.
8. To cancel the pre-authorized payment plan, the Township of Val Rita-Harty must receive notice at least fifteen (15) business days before the next scheduled debit.
9. Each December, the Township of Val Rita-Harty will review accounts enrolled in the pre-authorized payment plan to confirm they are current and to collect any remaining balance based on the current year's tax rate. If a balance remains outstanding after December 15, the Township may remove the property owner from the plan by written notice.
10. Property owners enrolled in the Pre-Authorized Payment Plan will not be charged interest, provided no payments are rejected by the financial institution.