

SECTION 6 – HOW TO SUBMIT FORM

Option #1 – Mail Completed Form to:

The Corporation of the City of Windsor
Tax Collector
350 City Hall Square West, Suite 410
Windsor, Ontario N9A 6S1

Option #2 – Submit completed form electronically to:

propertytax@citywindsor.ca

Option #3 – Fax completed form to: [519-255-7310](tel:519-255-7310)

SECTION 7 – NOTES

- (1) The date of cancellation or change cannot be the scheduled withdrawal date. It must be at least one day before or at least one date after your scheduled withdrawal date.
- (2) Cancellations can only be made by the Property Owner/Law Firm. Banking Institutions cannot cancel on your behalf.
- (3) We require at least **5 business days** notices prior to the next withdrawal date to cancel or make changes to the PAP Plan. For the End of the Month Plan, at least 15 business days notice is required in the month of June.
- (4) For more information on your right to cancel a PAP agreement visit www.payments.ca
- (5) **Due-Date Plan** – Funds will be withdrawn automatically on the six Installment Due-Dates, which are typically February, March, April, July, September and November.
Mid-Month Plan-10 months – Funds will be withdrawn automatically in **10** approximate equal payments from Feb-June and July-Nov. on the 15th day of each month. If the 15th falls on a weekend, the withdrawal will take place on the Monday thereafter.
End of Month Plan-10 months – Funds will be withdrawn automatically in **10** approximate equal payments from Feb-June and July-Nov. on the last business day of each month.
- (6) The City of Windsor does not assume responsibility for errors or fees associated with incorrect banking information.
- (7) **To access, change and request your property tax information on-line, visit the E-Services page on the City's website at www.citywindsor.ca and then choose My Property Tax to set up an account.**

SECTION 8 – CONTACT INFORMATION

If you have any questions regarding the PAP plan or this form, please call 311 or outside the city limits 519-255-2489 or toll free 1-877-746-4311.

For detailed inquires, please email: propertytax@citywindsor.ca

FOR OFFICE USE ONLY:

Date Received:

Date Processed:

Initials: