



# PRE-AUTHORIZED PAYMENTS

The pre-authorized payments (PAP) program allows ratepayers a convenient and flexible way to set up payments with the City of Weyburn. By enrolling, you can have your property tax and/or utility bill payments automatically withdrawn from your bank or financial institution without paying additional finance fees.

## FREQUENCY OPTIONS FOR PROPERTY TAXES

Decide which PAP frequency withdrawl works best for you:

- Weekly
- Monthly
- Bi-weekly
- Semi-monthly

The amount is automatically withdrawn out of your bank account.

PAP's are automatically renewed each year.

## PROPERTY TAXES

Residents chose a withdrawl frequency that works best for their property tax billing (*see side bar for options*). Your annual property tax levy is divided by the number of payment periods chosen for the year. This amount is then automatically withdrawn out of your bank account.

Prior to your annual taxes being levied (approximately from January to May), your installments will be based on the previous year's tax levy. Once the current year's levy is determined, your installment payment will be adjusted accordingly. You will be notified in writing of any required changes.

This ensures your property taxes are paid by Dec. 31, so that penalty is avoided.

## PAP PROPERTY TAX EXAMPLE

Estimated tax levy  
\$2,600

Jan - May payments  
\$217

*(\$2,600 over 12 months - rounded up)*

Actual tax levy  
\$2,650

Less payments made Jan - May  
\$1,085 (\$217 x 5 months)

Remaining balance  
\$1,565

New PAP amount (June - Dec)  
\$224

*(\$1565 pver 7 months - rounded up)*

## UTILITY BILLING

Residents can also pay their utility bills through the PAP program. The exact amount of the monthly bill will be withdrawn from your account on the last business day of every month.

## HOW TO APPLY

Simply bring a VOID cheque and a completed PAP form to Weyburn City Hall at 157 3rd St. NE. You can find the PAP form on our website or at City Hall.

This authorization may be cancelled upon written notice; please contact our Finance Department for more details at [finance@weyburn.ca](mailto:finance@weyburn.ca).

PAP's for property taxes are automatically renewed each year and adjusted each year according to the tax levy.