

**THE RURAL MUNICIPALITY OF PINEY**

**“Tax Payments Policy”**

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**Subject: Tax Payments**

**Effective Date: February 27, 2019**

**Replaces Policy: August 15, 2018**

**Resolution No.: 53                      Resolution Date: February 26, 2019**

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**PURPOSE**

The purpose of the Tax Payments Policy is to outline what one must include for doing tax payments online, by mail, over the phone, or in person, that will ensure that tax payments are being properly distributed to the corresponding roll number.

**POLICY**

The RM of Piney is able to take tax payments in person, by mail, online, or over the phone by credit card. The RM does not accept e-Transfers. Any e-Transfer payments submitted to the RM will not be processed. It is the land owners responsibility to supply each roll number (which is located on the top right corner of your tax bill) so the RM knows which roll number to apply payment.

**Online Tax Payments:**

- A tax payment can be done online if you bank with a credit union or a Caisse bank;
- when entering an online tax payment, you must enter the RM of Piney as a ‘payee’ and then include the roll number as the ‘account number’;
- the amount enclosed on your tax bill for that corresponding roll number can then be entered in as the ‘amount’;
- if you own more than one property, meaning you received more than one tax bill, please make sure each tax bill is entered separately by entering each roll number and amount as individual payments; and
- if you do an online payment for more than one tax bill but only include one roll number (one account number) and give a grand total amount for the one roll number, that payment will ONLY be applied to that roll number; therefore the amount will not be distributed to more than one property if not entered separately.

#### Mailed-in Tax Payments:

- When mailing your tax payment in by form of cheque, please make sure to include the tax bill stub from the bottom of your tax bill;
- if you own more than one property, meaning you received more than one tax bill, please make sure to include each stub from each tax bill you receive;
- if you cannot find your tax bill stub(s), make sure to include your roll number(s) on the bottom of your cheque;
- it is not the responsibility of the RM to assume where the funds are to be distributed if no roll number is included on the cheque; and
- if a payment is received by mail and does not include a tax bill stub, the roll number is not included on the cheque, and the name on the cheque does not match with a name in our system, the RM has the right to send the cheque back to the return address.

#### In Person Tax Payments:

- When coming in person to pay your tax bills, please make sure to bring all of your tax bills you received;
- if you did not bring your tax bill(s) in with you, it is the rate payers responsibility to inform the RM office as to how many roll numbers you have;
- the RM can take cash, cheques, debit, or credit card payments at the RM office; and
- if you do pay by credit card there is a 2% charge.

#### Over the Phone Tax Payments:

- A tax payment can be taken over the phone by credit card payment;
- if you do pay by credit card there is a 2% charge;
- let the RM know your roll number(s) and amount you would like put on your card; and
- your credit card number will be processed during the phone call.

Once you make a payment, a receipt is given or mailed to you with the mailing address the RM has on file. It is the land owner's responsibility to view all receipts received. If your mailing address is to change, please make sure to notify our office. If your receipt shows any discrepancies or you notice that a roll number was missed, please notify us immediately.