

Policy No. 20

TOWN OF PARRSBORO

TAX COLLECTION PROCEDURE

Tax Collection Procedure

1. Within one week of the setting of the tax rate by Council, a tax bill will be sent to each taxpayer.
2. Taxpayers will be given thirty (30) days in which to pay this account free of any interest.
3. Interest will be charged at a rate of 2 percent per month on all outstanding taxes after the thirty day period.
4. After interest has been applied once, a past due notice will be sent out monthly to and including November.
5. Arrangements to pay by installments can be accepted provided all taxes and interest are paid in full, on or before, the end of the fiscal year (March 31st).
6. A letter will be sent in January to all taxpayers with outstanding accounts reminding them that their taxes are outstanding and that if not paid in full by March 31st, then tax sale procedures will commence. A collection letter will indicate that legal fees and any other costs associated with the tax sale procedure are charged to and collected from the property owners.
7. In June a final letter will be sent giving fifteen (15) day

notice to pay the amount in full. If not paid in full during this period the tax accounts will be forwarded to our solicitor for tax sale. At this point arrangements for installment payments will not be accepted. During this period all payments must be paid by cash, certified cheque, money order or lawyers cheque.