



## TOWN OF WAINWRIGHT

**Policy Number:** 2008-13

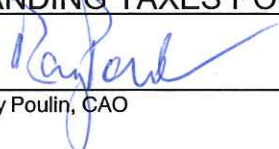
**Date of Issue:** June 3<sup>rd</sup>, 2008

**Page** 1 of 1

**Motion Number:** 2008-207

**Policy Subject/Title:** NOTIFICATION OF OUTSTANDING TAXES POLICY

**Signature of Approval by Authorized Personnel:**

  
\_\_\_\_\_  
Ray Poulin, CAO

**Supersedes:** October 3<sup>rd</sup>, 2000  
Date of Last Update

Policy #2000-07 Motion #2000-411  
Title & No. of Previous Policy if Applicable

### **POLICY STATEMENT:**

The purpose of this policy is to provide a guideline for Administration to follow when notifying ratepayers of their outstanding taxes following the addition of the July 1<sup>st</sup> penalty.

### **PROCEDURES:**

After the addition of the July 1<sup>st</sup> tax penalty and prior to December 1<sup>st</sup> of the current year it shall be the responsibility of the Director of Finance to ensure that a notification letter is mailed to all ratepayers who have outstanding taxes.

The format of the letter shall be similar as in Appendix "A" attached to and forming part of this policy.

TO:

Date Mailed:

Re: Roll No.

Plan            -Block            -Lot

Dear Sir/Madam:

On our last periodic check of the real property taxes, it was noted that the above property in your name has the following outstanding taxes against it:

Arrears Balance	Current Balance	Total

If real property and local improvement taxes remain unpaid after December 31 of this year a penalty of 12.00% will be computed and added to the outstanding total taxes due.

We solicit your cooperation and support in maintaining our present tax collection record, and Thank You for your consideration of this request.

Yours very truly,

Director of Finance