



# Town of St. Lawrence

P.O. Box 128

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## PAYMENT PLAN POLICY

**Kevin Pittman**  
Mayor

Deputy Mayor  
**Michael Stacey**

**Rosalie Dupré**  
Councillor

**Ernie Lundrigan**  
Councillor

**Colleen Miller**  
Councillor

**Amanda Slaney**  
Councillor

**Amanda Edwards**  
Clerk/Manager

Approval Date:	February 20, 2024
Effective Date:	February 20, 2024
Latest Revision Date:	February 20, 2024

- Residential and Commercial Invoices are projected to be mailed to customers before the end of February.
- Once the invoices are received, we encourage residents who would prefer to pay fees by making monthly, bi-weekly, or semimonthly installments to contact the Town Office to discuss payment plans.
- Payments plans can be arranged to suit the needs of payroll; resident is let us know what date works best.

When your payment arrangement is initiated, **the total balance on your account will be divided by the number of months remaining for this year. Accounts are to be paid for in full by the end of December of the current tax year.**

It is important to initiate payment plan schedules prior to June 30<sup>th</sup> of the current tax year deadline date. After this date all accounts with owing balances will be charged interest. Payment plans can be established after this date, but applied interest will be included in your account total.

The current monthly interest rate for the Town of St. Lawrence is 3%, as per the 2024 Municipal Tax Structure.

It is the responsibility of the account owner to ensure payments are made on time and on schedule. If a change is required, this must be communicated with and approved by the Town Manager. Should a payment be missed, the payment arrangement will be considered void and interest charges will be applied. Only those in good standing with payment arrangements will be permitted to establish a future payment arrangement.

Residents who avail of a payroll deduction through an employer (ie. Ocean Choice International) will be responsible for communicating this with the Town Office. A payment arrangement can be established by contacting the office in order to avoid interest charges after the June 30<sup>th</sup> deadline. Employer remittance of tax deductions to the Town of St. Lawrence can experience delays.

Payments can be made by visiting the Town office (cash, cheque, debit, or credit card), online through either online banking or email money transfer ([payments@townofstlawrence.com](mailto:payments@townofstlawrence.com)).

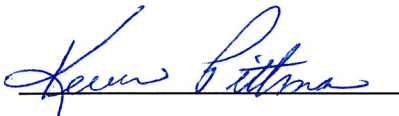
Post-dated cheques are also accepted, but NSF fees will apply should this occur. Anyone with an NSF is not eligible to submit cheques thereafter.

The Town of St. Lawrence is happy to offer this arrangement to ensure residents can pay account balances without additional interest charges.

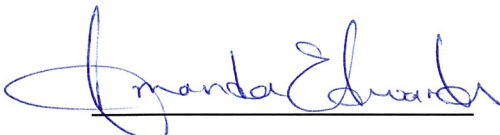
Reference:

Approved Motion 24-038 (February 20, 2024)

IN WITNESS WHEREOF this policy is sealed with the Common Seal of the TOWN OF ST. LAWRENCE.



MAYOR



TOWN MANAGER