

# GUIDE TO YOUR INTERIM 2023 PROPERTY TAX BILL



## Tax Bill Due Dates *Your 2023 Interim taxes are due as follows:*

<b>FIRST INSTALLMENT:</b>	<b>MARCH 1</b>
<b>SECOND INSTALLMENT:</b>	<b>MAY 3</b>

### Avoid Penalty

All payments, including those by mail, must be received by the due dates.

### If You Do Not Have Your Bill For Any Reason

Contact the Revenue Division at (807) 625-2255 to obtain a copy. Where payment is not made because the bill was not received, penalties will not be cancelled.

## IMPORTANT DEADLINES FOR REBATES, CREDITS OR ADJUSTMENTS

### February 28, 2023

- deadline to request in writing a **tax adjustment for 2022 taxes**. Please include your tax roll number on correspondence. The Municipal Act, 2001 provides for tax adjustments to be considered for property changes such as ownership to an exempt body, building razed by fire or demolished, removal of a mobile home or clerical errors.
- deadline to apply for a **2022 property tax rebate for registered charities and not-for-profit organizations** occupying commercial property.

### July 31, 2023

- deadline to apply for a **2023 property tax and water credit for low-income seniors and low-income persons with disabilities**.
- deadline to apply for a **2023 property tax and water credit for low-income persons**

### December 31, 2023

- deadline to request in writing a tax adjustment under Section 358 of the Municipal Act, 2001 for 2022 or 2021 taxes.

For a copy of any of these forms please visit the Revenue Division office or the City's website.

## Appeal Process for Your Assessment

The Municipal Property Assessment Corporation (MPAC) classifies and assesses all properties in Ontario under the Assessment Act and regulations established by the Provincial Government.

You may contact MPAC toll free at 1 866 296-MPAC (6722) to discuss your assessment or verify details about your property.

**Find out about reconsiderations on the MPAC web site at [www.mpac.ca](http://www.mpac.ca) or by calling their toll free number at 1-866-296-MPAC (6722). Find out about assessment appeals on the ARB web site at [www.arb.gov.on.ca](http://www.arb.gov.on.ca) or by calling their toll free number at 1-866-448-2248 or 1-416-212-6349.**

### EXAMPLE OF CODES

**RTEP**

↑  
First Letter is  
Property Class  
ex. Residential

↑ ↑  
Last Two Letters  
are School Support  
ex. English Public

↑  
Second Letter is Other Codes  
ex. Taxable

### FIRST LETTER - PROPERTY CLASS

R Residential  
M Multi-residential  
C Commercial  
I Industrial  
L Large Industrial  
P Pipeline  
F Farm  
T Managed Forests  
X Commercial (New Construction)  
J Industrial (New Construction)  
N New Multi-Residential

### SECOND LETTER - OTHER CODES

X Vacant Land  
U Excess Land  
T Taxable  
G General

### LAST TWO LETTERS -SCHOOL SUPPORT

EP English Public  
FP French Public  
ES English Separate  
FS French Separate  
N No Support Designated

**If you have any questions about your property taxes or payment options, please contact the Revenue Division:  
500 Donald St. E., Thunder Bay, ON P7E 5V3, (807) 625-2255, or [thunderbay.ca/revenue](http://thunderbay.ca/revenue)**

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## CHOOSE FROM 5 WAYS TO PAY

### 1 **Pick Your Withdrawal Plan**

The Pre-authorized Tax Payment plans offer you the convenience of having no cheques to write, no worries about overdue payments, and no line-ups at your bank or city cashiers. Enrolment in the Plan is free and there are no service charges that apply.

**Choose from our two plans:**

**Monthly** – 12 monthly payments are automatically withdrawn from your bank account on the first of each month.

**Tax Due Date** – Property taxpayers receive two tax bills per year, an interim tax bill in February and a final tax bill in June. Each bill has two installment due dates for a total of four tax due dates per year. With this program, the actual amount due as billed will be withdrawn on the due dates.

☎ (807) 625-2255 for more information on our two plans or visit [thunderbay.ca/revenue](http://thunderbay.ca/revenue) to download the application form.

### 2 **By Internet/Telephone Banking**

Pay your taxes from your bank account using the internet or your touchtone telephone. Contact your Financial Institution or the Revenue Division for more information.

☎ (807) 625-2255 for information.

### 3 **At the Bank**

Payment can be made at most Canadian Financial Institutions.

### 4 **Mail Your Cheque\***

Mail your cheque to:  
City of Thunder Bay,  
Box 800,  
Thunder Bay, ON P7C 5K4

*\* Cheque must be received by due date to avoid penalty.*

### 5 **Online by Credit Card**

Plastiq, an online third party payment service provider, allows you to use your credit card to make payments more conveniently through their secure online system. Plastiq will be charging you a convenience fee. Making payments with the Plastiq system is similar to making any other online credit card payment.

We do not accept credit card payments made in person. Credit Card payments must be made online.