

**TOWN OF BERWICK  
POLICY STATEMENT**

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		Policy # 5.011
<b>TAX BILLING POLICY</b>	Effective Date: 13 March 2002	Revision Date: 9 April 2002
<p><b><i>Purpose</i></b> To provide timeframes for issuing interim and final property, business occupancy and sewer tax billings and payment due dates for the residents and businesses of the Town of Berwick.</p> <p><b><i>Objective</i></b> The objectives of the Tax Billing Policy will be to:</p> <ol style="list-style-type: none"> <li>1. authorize staff to issue interim and final tax bills on annual basis;</li> <li>2. provide the dates tax bills are to be issued twice a year and the due dates for each tax billing; and</li> <li>3. to determine the amount of interim tax bills based on current year assessments</li> </ol> <p><b><i>Policy</i></b> It shall be the policy of the Town of Berwick to issue two property tax billings per year, an Interim billing in April and a Final billing in September. The bills shall be issued to ensure that rate payers have a minimum of 30 days to provide payment.</p> <p><u>Interim Tax Billing</u> Interim tax bills shall mailed no later than April 15<sup>th</sup> with a due date of May 31<sup>st</sup> or the first business day thereafter. The amount of the Interim bill shall be calculated using the current year's assessment and an interim tax rate that approximates half of the estimated annual tax bill.</p> <p><u>Final Tax Billing</u> The Final tax bill shall be mailed no later than September 15<sup>th</sup> with a due date of October 31<sup>st</sup> or the first business day thereafter. The amount of the Final bill shall be calculated based on the current year's assessment and the tax rates as approved by Council for that year. The Final bill shall also include, where applicable, any outstanding principal and interest charges as well as payments made since the interim bill for that year.</p> <p><u>Interest Rate</u> On an annual basis, Council shall set the interest rate to be charged on overdue tax accounts. Interest will be calculated on a compound basis and charged to the taxpayer's account on the first business day of each month the account has an outstanding balance.</p>		<b>NOTES:</b>
Authority: Council Date: 12 March 2002	C.A.O.	Ref. Form:

