

TREASURY USER FEES  
Schedule A to By-Law 6366-10

<u>SERVICE/ACTIVITY</u>	<u>FEE</u>
Tax Certificates	\$65.00 per roll number
Income Tax/Duplicate Receipts	\$10.00 per year
Statement of Accounts	\$10.00 per roll number
Tax Verification for Mortgage companies where they are not responsible to pay the taxes	\$65.00 per roll number
Verbal tax information to lawyers	\$65.00 per roll number
Payment returned by the bank for any reason. Non-sufficient Funds etc.	\$40.00 per cheque
Processing a refund or transfer for an overpayment onto a tax account (by property owner or their agent) e.g. refund of extra payment paid to tax account by owner(s), extra payments made by builders, developers, lawyers and/or mortgage companies, payments paid in error to the Town of Whitby by owner or their agent, or taxes on another property etc. Not applicable to overpayments from tax appeal or low income program rebates or other such similar situations.	\$40.00 per payment item or roll number
Fee for not using correct tax roll number when paying electronically or through your financial institution. If property owner is paying electronically, and it is their first time electronically paying, the first time fee will be waived. No fee waive for first time error on part of financial institution.	\$40.00 per payment item and wording to be modified to clarify that the fee will be waived if it is the property owners first time making an electronic payment.
Copies or reproductions of information or original letters such as pap payment amount letters, manual capping adjustments, vacancy, apportionment or write off notification letters sent to property owner.	\$10.00 per item
Ownership Information Change - except for estate or survivorship changes, or change in marital status.	\$25.00 per roll number
Removal or moving a post dated cheque from the system. Fee will be waived if property owner is deceased.	\$20.00 per item
Tax Billing for Mortgage Company. (Annual fee for Final Payment Listing per roll number)	\$10.00 per roll number
Set-up Fee for New Tax Accounts	\$50.00 per roll number
Addition to the Tax Roll such as: Outstanding By-Law Charges, other Municipal Liens, and Region of Durham outstanding Water/Sewer Charges.	\$25.00 for each item added per roll number
Farm Debt Fee	\$ 50.00 plus HST
Administration Fee	8%
Tender Documents	Under Review
Personal Photocopies request at Counter	\$0.50 per page