

CITY OF WELLAND

POLICY

Policy Title: Tax Collection - Arrears	
Date of Approval: March 3, 1992	Policy Number: FIN-001-0001
Lead Role: City Treasurer	Support Role:
Cross Reference:	Next Review Date:
Council File Number: 92-4	Revision Date:

Policy Statement:

The objective of increased collection procedures applied to accounts which are two (2) years in arrears is to ensure monies owing to the City are received as quickly as possible and to avoid possible tax registration procedures in year three (3).

PROCEDURE:

1. A letter explaining the tax registration process and requesting payment will be sent to all accounts which are two (2) years in arrears.
2. The letter will indicate specific Treasury staff to contact in order to make payment arrangements.
3. If no response is received within 30 days of mailing, a follow-up phone call will be made to accounts over \$5,000.00.