

PROPERTY TAXES FAQ'S

When are property taxes due?

For properties within the Residential, Farmland, Managed Forest and Pipeline property classes, taxes are due March 15, June 30 and September 15th of each year.

For properties within the Commercial, Industrial and Multi-Residential property classes, taxes are due March 15, September 30 and November 15 of each year.

When does the County of Prince Edward mail the tax bills?

The interim tax bill is mailed in early February and is due March 15. The final bill is mailed in late May and consists of two instalments, one due on June 30th and the final one due on September 15.

Who do I make my cheque out to?

Please make your cheque payable to County of Prince Edward.

How do I contact the tax office?

You can reach the tax department by calling us at 613-476-2148 or 613-962-9108 ext. 243 or 248.

Our mailing address is: 332 Main Street
PICTON, Ontario
K0K 2T0

Our website address is: www.pecounty.on.ca

Our fax number is: 613-476-8356

E-mail: Tax Collector, RoseMary Bédard: rbedard@pecounty.on.ca

Deputy Tax Collector, Christena Macartney: cmacartney@pecounty.on.ca

General Tax Department: tax@pecounty.on.ca

How can I tell which property class my property is in?

Your tax bill has a heading called "Tax Class". Under this heading, you will see letters such as: RTEP or FTEP. These letters indicate the following:

R	T	E	P	English Public is referring to the School Support
Residential	Taxable	English	Public	

F	T	E	P	
Farmland	Taxable	English	Public	

C	T	N		
Commercial	Taxable	No School Support		

How are property taxes calculated?

Property taxes are calculated by multiplying your assessed value by the municipal tax rate and the education tax rate. The education tax rate is set by the Province of Ontario. The formula is:

- Assessed value x municipal tax rate = amount of municipal property tax
- Assessed value x education tax rate = amount of education property tax
- Municipal property tax + education property tax = your property taxes

What hours is the tax office open?

The tax department is open from 8:30 a.m. to 4:30 p.m.

What methods can I use to pay my property taxes?

You can pay your taxes by mailing us a cheque (or post-dated cheque), by internet or telephone banking, by pre-authorized payment (monthly or by instalment). The application form for pre-authorized payment of your property taxes can be downloaded from our website. You can also pay your taxes in person using cash, cheque or interact (debit). There is also a drop box at Shire Hall for you to drop your payment into if the office is closed (no cash in the drop box please).

How do I pay my taxes through telephone or internet banking?

To pay your taxes by telephone or internet banking, you would phone your bank's telephone banking service, or log on to your bank's website. You would then choose "County of Prince Edward Taxes" as the payee and use your Roll number as the account number you are paying. The Roll number is a 15 digit number that would look like 123-456-78910-0000. Different banks list the County of Prince Edward differently; for example, some banks might list us under "County of Prince Edward Taxes", where others may list us as "Prince Edward, County of, Taxes".

I didn't receive my tax bill. Do I still have to pay my taxes?

Yes. It is the property owner's responsibility to ensure that the municipality has your correct mailing address. Failure to receive a tax bill does not absolve the property owner from any taxes due or from penalty for late payment.

How do I change my mailing address?

Please submit your change of mailing address in writing as soon as possible in order to ensure your next tax bill is mailed to you correctly and on time. Just complete the 'Change of Mailing Address Form' found on the Property Tax page of the website. Once completed, this form can be sent to us by pressing the "SUBMIT" button at the bottom of the page, or you can scan and e-mail it to us, mail it, fax it or drop it in our drop box.

I pay taxes through my mortgage and my mortgage company is supposed to pay my property taxes. Why did I get the tax bill?

If your bill is marked "THIS TAX BILL IS FOR YOUR INFORMATION ONLY. A COPY HAS BEEN FORWARDED TO YOUR MORTGAGE COMPANY FOR PAYMENT", the copy of your tax notice is for your information only. This ensures that you are aware of the amount of your property taxes for the current year.

If your bill is not marked that it has gone to your mortgage company for payment, then your mortgage company has not notified the municipality that they are responsible for the payment of your property taxes. You should forward this bill on to your mortgage company for payment and ask them to send a letter to the municipality to add their interest in your property and forward all future bills to them.

I pay my taxes through a monthly pre-authorized payment plan. Why did I get a bill and do I have to pay the amount shown?

You have received a bill in order that you are aware of the total amount of your current year's property taxes. You do not have to pay any amount shown on the bill. The amount shown on your bill is the amount on your tax account at the time the bill is printed. In August, you will receive a letter from the County of Prince Edward notifying you what your payment will be on September 15th and what your amount for the next year's taxes will be, beginning October 15th.