

**TITLE:           INSTALLMENT BILLING POLICY**  
**SECTION:       FINANCIAL MANAGEMENT**  
**POLICY NO:     03800-03**

**APPROVAL DATE:** March 24, 2025`

**CAO Signature:** 

**POLICY STATEMENT**

To establish a policy for the installment tax billing of real property taxes levied by the Town of Amherst under authority of Section 112 of the Municipal Government Act.

**PURPOSE:**

To provide authority and guidelines for interim tax billing.

1. In each year, an amount of the last year's assessment times one half of the tax rate levied in the previous fiscal year shall be due and payable on the last business day of May. These interim tax bills will be issued during the month of April of each year.
2. The rates levied against the property for the current fiscal year, less the payment made under Section 1 of this policy, shall be due and payable on the last business day of September. The final tax bills will be issued during the month of August each year.

Title/Role	Responsibilities
<b>Director of Finance/Manager of Financial Services</b>	To ensure policy is followed by staff.
<b>Revenue Collection Officer</b>	To ensure bills are issued twice per year.

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
<b>Policy review – update wording</b>	Manager of Financial Services	Council	March 24, 2025

Minutes reference dates: March 28, 2011    March 31, 2008    April 20, 2000    March 24, 2025