



PUBLIC NOTICE

This notice responds to a programming error in the preparation of the 2019 tax bills. Your Municipal Council has adopted a partial refund of the 2018 taxes. You can note this refund in the second line of the box "Detail of tax" on your tax bill. This line is titled: **Remb. taxes 2018**.

The problem occurred when generating the 3 stubs at the bottom of your tax account. The software has issued three equal stubs, the total of which does not include the 2018 tax rebate; the result is that the total of the three installments is greater than the sum actually due for your 2019 taxes.

In order to correct this situation, we ask you, before issuing your checks, to do the following operation :

NOTE : For those whose total tax bill is less than \$ 300 or who paid (or intended to pay) the total amount of taxes due with a single payment as indicated on the line " Amount due" there are no consequences and you can pay normally your account without reference to this message.

Scenario # 1- You have already posted your 3 checks

In this case you have nothing to do for now. We will contact you to tell you how to correct your particular situation.

Scenario # 2- You have not yet posted your 3 checks

In this case you are in one of two situations:

- a) You have no Arrears, no Interest, no Credit and no Penalty indicated below the 2019 Total Taxes.

In this case, you only have to divide by 3 the Total taxes 2019 and replace the number indicated on the 3 stubs by the result obtained.

OR

- b) Your account shows an amount for Arrears, Interest, Credit or Penalty below Total Tax 2019.

In this case you must first : divide by 3 the Total Taxes 2019 and replace the figure shown on coupons 2 and 3 by the result obtained; secondly you must add Arrears, Interest and Penalties to the amount obtained and subtract from this result the Credits. You must replace the Total of the **first** stub by the sum thus obtained.

Scenario # 3 - You made your first payment electronically

In this case you need to perform the operation described above in Scenario 2 to determine your payments 1, 2 and 3. You can reduce the 2nd installment to reflect the overpayment in the first installment.

Above all, do not hesitate to contact me for any questions regarding the payment of your 2019 taxes.

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