



Interim Tax Bill

City of Kingston – Taxation

PO Box 640, Kingston ON
K7L 4X1

For more information, call Customer Services at 613-546-0000 between 8 a.m. and 5 p.m., Monday through Friday. You may also contact us by email at ContactUs@cityofkingston.ca. The Tax Department is located at City Hall, 216 Ontario St. Office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.

How many interim tax bills will I receive?

Most owners will receive only **one** interim tax bill per property. Tax billings are split into two groups:

- uncapped properties: including property assessed in the residential, farm, new multi-residential and managed forests property classes;
- capped properties: including property assessed in the commercial, industrial, multi-residential and pipeline property classes. Property owners who have a property assessed in both of these groups will receive **two** interim tax bills. To determine your property’s total interim taxes, add together the 2024 interim taxes from the tax bill summary sections. If you receive two interim tax bills, please be aware that any arrears or credits will show on the uncapped tax bill **only**. Payments will be applied according to payment application information noted below.

Returned cheques

It is your responsibility to ensure that all cheques submitted are properly completed and signed. Any cheques not honoured by your bank will result in a \$42.90 charge being added to your tax account, plus any applicable penalty and interest charges that would apply.

Payment application and late payment charges

Payments must be received by the Tax Department on or before the due date in order to avoid late payment charges. Failure to receive a tax bill does not excuse a taxpayer from the responsibility for payment nor relieve the liability of penalty for late payment.

A penalty of 1.25% will be charged on the unpaid amount of an instalment on the first day of default. Monthly interest charges of 1.25% (15% per annum) will be imposed on any unpaid taxes on the first day

of each month thereafter. Penalty and interest rates are set by City bylaws pursuant to section 345(1) of the Municipal Act, 2001. When payments are made, they are first applied to any outstanding penalty or interest and are then applied in payment of taxes, which have been in arrears for the greatest period of time. Penalty and interest charges are deemed to be taxes and cannot be waived.

For further information

- Telephone:** Call Customer Services at 613-546-0000
- Email:** ContactUs@cityofkingston.ca
- Mail:** City Hall, Taxation PO Box 640, Kingston ON K7L 4X1
- Courier:** City Hall, 216 Ontario St., Kingston ON K7L 2Z3
- Fax requests:** 613-546-6995

Forms and info: CityofKingston.ca/taxes

This page offers information about property taxes including forms for pre-authorized debit application, tax assistance and rebate programs.

Want to look-up your property taxes?

- Use the assessment tax levy lookup tool at CityofKingston.ca/assessment.
- Property assessment rolls are available in the Tax Department at City Hall, 216 Ontario St., Kingston, ON.

Want to receive future tax bills electronically?

The City is developing a portal that will allow residents to receive future tax bills electronically. Your Interim Tax Bill includes an Access Code which will be required to access this portal when available. Visit CityofKingston.ca/tax to learn more.

Please see the enclosed information for details about assistance programs and tax rebates.

Detach here

Convenient Payment Options

By mail:

Make your cheque payable to “City of Kingston” and send it to: City of Kingston - Taxation
PO Box 640, Kingston, ON, K7L 4X1.

Drop box:

1211 John Counter Blvd. and City Hall, 216 Ontario St. Must be received by 4:30 p.m. on due date.

In person:

Monday to Friday, 8:30 a.m. - 4:30 p.m., City Hall, 216 Ontario St.

Where you bank (online or in person):

Pay at the teller, at the ABM, online (search payee “Kingston taxes”) or by telephone. Please be aware of your bank’s processing times.

Payments must be made in accordance with your banks processing cut off times to be recorded as on time. *Use your 19 digit roll number.

By VISA or MasterCard:

Use Paymentus, the third-party automated bill payment service, online or over the phone. Paymentus charges a convenience fee for each transaction. **Property tax payments by credit card cannot be made in person at City Hall.** Learn more about “Payment Options” at CityofKingston.ca/taxes.

Pre-authorized debit:

Apply by Feb. 15, 2024 to participate in the current year’s pre-authorized debit program. Forms are available at CityofKingston.ca/taxes.