

WHAT IS TIPP?

TIPP is the Tax Installment Payment Plan by which taxpayers pay their property taxes in monthly installments by pre-authorized transfer of funds from their bank account, rather than one single tax payment.

WHY SHOULD YOU USE TIPP?

- ⌘ TIPP breaks the annual tax payment into 12 monthly payments to make budgeting easier;
- ⌘ Regular payments are assured. If you are on vacation, out of town on business, or sick, your payment will be made on time;
- ⌘ Convenient and reliable method of ensuring that your tax bill is paid;
- ⌘ TIPP is not subject to discount or penalties provided monthly payments are made.

WHO CAN USE TIPP?

All taxpayers are eligible providing all previous year's taxes are paid in full and your utilities have been paid in a timely manner for the previous 18 month period.

HOW DOES TIPP WORK?

- ⌘ Payments start January 1st in each year and are made on the 16th day of every month thereafter;
- ⌘ Monthly payments are calculated by dividing your annual tax levy from the preceding year by 12, this will be your payment amount from January to June;
- ⌘ Monthly payments for July to December will be adjusted to reflect your current year's tax levy less your payments to create a zero balance by year end (December 31st);
- ⌘ Once you are on the TIPP you will be automatically renewed on the plan each year.

WHEN CAN I APPLY FOR TIPP?

You can apply for TIPP up to May 31st for the current year's taxes. If your application is received after January 1st of the current year, you will be required to make an initial payment equal to the total of the missed installments of the current year.

HOW DO YOU APPLY FOR TIPP?

To apply for TIPP, complete and sign the TIPP Pre-authorized Debit Application form (see reverse), attach a void cheque and return to the Town Office.

WITHDRAWAL OR CANCELLATION

- ⌘ You may withdraw from TIPP by giving written notice not less than two weeks prior to the next payment date.
- ⌘ If any monthly payments are missed the Town of Coaldale has the option to cancel the TIPP agreement.
- ⌘ If your unpaid utilities are transferred to your tax roll, the Town of Coaldale has the option to cancel the TIPP agreement.
- ⌘ Any additional invoices/charges that have been added to the tax roll must be paid in full by Dec 31 to avoid cancellation of the TIPP program.
- ⌘ If you withdraw, or the Town cancels your TIPP agreement, all unpaid taxes become due and payable, and are subject to penalties in accordance with the Tax Penalties Bylaw.
- ⌘ Any payments that are dishonored by the bank are subject to a service charge and penalties.

For Further Information Contact

Tax Department
Phone: (403) 345-1317
1920 17 Street
Coaldale, AB. T1M 1M1

Website: www.coaldale.ca
E-mail: taxclerk@coaldale.ca



TAX INSTALLMENT PAYMENT PLAN (TIPP)

Sign up before **MAY**
31st

to pay your taxes in
monthly installments



**Tax Installment Payment Plan (TIPP)
Pre-authorized Debit Agreement**

1. For payments under the Tax Installment Payment Plan, I/we authorize the Town of Coaldale and its financial institutions to debit my/our account;
 - ⊗ For all taxes payable to the Town of Coaldale, on the noted tax account roll number;
 - ⊗ In the amount of monthly payments shown below, on the 16th day of each month beginning on the date indicated, and;
 - ⊗ Which amount may increase/decrease pursuant to the provisions of the Tax Installment Payment Plan Bylaw.
2. A specimen cheque for my/our account marked "VOID" is attached to this *Agreement/Pre-authorized Debit form*.
3. This Authorized Debit and Tax Installment Payment Plan may be cancelled upon written notice by me/us not less than 14 days prior to the next payment due date. I/We may obtain a sample cancellation form, or get more information on my/our right to cancel a Pre-authorized Debit agreement at my/our financial institution or by visiting www.cdnpay.ca Withdrawal from the Tax Installment Payment Plan shall be subject to the provisions of the Tax Installment Payment Plan Bylaw.
4. I/We acknowledge that in the event that any payment is not honored, charges and penalties will be applied and my/our participation in the Tax Installment Payment Plan may be cancelled in accordance with the

provisions of the Tax Installment Payment Plan Bylaw.

5. In the event of a sale of the noted property, I/we will notify the Town of Coaldale in writing not less than 14 days prior to the next payment due date, to arrange cancellation of my/our payment and I/we will advise the purchaser of his/her option to, upon application, make payments by pre-authorized debit under the Tax Installment Payment Plan.
6. In the event I/we change my/our bank account I/we will notify the Town of Coaldale in writing and complete a new Agreement/Pre-authorized Debit form not less than 14 days prior to the next payment due date and provide a current cheque marked "VOID".
7. All persons, whose signatures are required to sign on their bank account, have signed this agreement.
8. Nothing in this Agreement/Pre-authorized Debit form shall be interpreted to relieve the owner/applicant from the obligation to pay any taxes, including penalties, owing to the Town of Coaldale in the manner or on the date or dates for payment established by the Tax Installment Payment Plan Bylaw.
9. I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any Pre-authorized Debit that is not authorized or is not consistent with this agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.cdnpay.ca

Your name, home phone number, home address and postal code are collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act. This information will be used in the administration of Town of Coaldale programs. If you have any questions about this collection, contact the FOIP Coordinator, Town of Coaldale, 1920-17th Street, T1M 1M1 or 403-345-1300.

Owner/Applicant Name(s):

Property Location Address:

Mailing Address:

Phone Number: _____

Roll Number: _____

Current Levy: _____

Monthly Payments: _____

Start Month: _____

Initial Fee (Previous Months x Monthly Payments)

I/We hereby authorize a debit, in the amount stated above with latitude for adjustments in accordance with the Tax Installment Payment Plan Bylaw, to be drawn on my/our account on the 16th day of each month with the first month as stated above.

Signature: _____

Date: _____

Signature: _____

Date: _____