



Town of High Prairie

TAX INSTALMENT PAYMENT PLAN (TIPP)

Sign up before June 30
to pay HALF your taxes now, then the balance in
MONTHLY INSTALMENTS

OR

Sign up before DECEMBER 31
to pay your taxes in
12 MONTHLY INSTALMENTS

For Further Information Contact:

Town Office

Phone: (780) 523-3388
Fax: (780) 523-5930
Visit Customer Service Counter
4806 - 53 Avenue, High Prairie

Website www.highprairie.ca

WHAT IS TIPP?

TIPP is the Tax Instalment Payment Plan by which taxpayers pay their property taxes in monthly instalments 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 years taxes are paid in full.

HOW DOES TIPP WORK?

- Payments start in January of each year and are made on the last business day of every month.
- Monthly payments for January to June shall be equal to 1/12 of the annual tax levy from the preceding year.
- Monthly payments for July to December shall be equal to 1/6 of the outstanding balance for the current year as of June 30.
- Once you are on TIPP you will be automatically renewed on the plan each year.

WHEN CAN I APPLY FOR TIPP?

You can apply for TIPP up to June 30 for the current year's taxes. If your application is received after January 15 of the current year, you will be required to make an initial payment equal to the total of the missed instalments 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 Customer Service Counter at the Town Office.

WITHDRAWAL OR CANCELLATION

You may withdraw from TIPP by giving written notice not less than two weeks before the next payment date.

If any monthly payments are missed the Town of High Prairie has the option to cancel the TIPP agreement.

If you withdraw, or the Town cancels your TIPP agreement, all unpaid taxes become due and payable, and are subject to tax penalties provisions.

Any payments that are dishonoured by the bank are subject to the prescribed service charges in effect at that time.



Tax Instalment Payment Plan (TIPP) Pre-Authorized Debit Application

Owners/Applicant Name _____

Property Location Address _____

Phone _____

Account Number _____ Current Taxes \$ _____ Monthly Payments \$ _____
Taxes/12)

Start Month _____ Initial Fee (# Previous Months X Monthly Payments X 2%) \$ _____

Attach Void Cheque or Authorized Bank Account Information

- For payments under the Tax Instalment Payment Plan, I/we authorize the Town of High Prairie and its financial institution to debit my/our account listed above;
 - for all taxes payable to the Town of High Prairie, on the above noted tax account;
 - in the amount of monthly payments shown above, on the last day of each month beginning on the date indicated above; and
 - which amount may increase/decrease pursuant to the provisions of the Tax Instalment Payment Plan Bylaw.
- A specimen cheque for my/our account marked "VOID" is attached to this Application/Pre-Authorized Debit form.
- This Authorized Debit and Tax Instalment Payment Plan may be cancelled upon written notice by me/us not less than 14 days prior to the next due date. Withdrawal from the Tax Instalment Payment Plan shall be subject to the provisions of the Tax Instalment Payment Plan Bylaw.
- I/We acknowledge that in the event any payment is not honoured, penalties will be applied and my/our participation in the Tax Instalment Payment Plan may be cancelled, in accordance with the provisions of the Tax Instalment Payment Plan Bylaw.
- In the event of a sale of the above noted property, I/we will notify the Town of High Prairie in writing not less than 14 days prior to the next due date, to arrange cancellation of my/our payment, and I/we will advise the purchaser of his option to, upon application, make payments by pre-authorized debit under the Tax Instalment Payment Plan.
- In the event I/we change my/our bank account I/we will notify the Town of High Prairie in writing and complete a new Application/Pre-Authorized Debit Form not less than 14 days prior to the next due date and provide a current cheque marked "VOID".
- Any delivery of this Application/Pre-Authorized Debit Form to the Town of High Prairie constitutes delivery by me/us.
- All persons, whose signatures are required to sign on the bank account listed above, have signed their agreement below.
- Nothing in this Application/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 High Prairie or to pay any taxes, including penalties, owing to the Town of High Prairie in the manner or on the date or dates for payment established by bylaw of the Town of High Prairie.
- By copy of this Application/Pre-Authorized Debit Form being provided to the applicant/owner the applicant/owner acknowledges notification of and agrees to abide by the Terms and Conditions of the Pre-Authorized Debit and the Electronic Funds Transfer Service provided by the Town of High Prairie's Financial Institution.

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

Signature