



# T.I.P.P.S – Tax Installment Payment Plan Application

Applicant (s) Name: \_\_\_\_\_  
(Please Print) \_\_\_\_\_

Property Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Roll #: \_\_\_\_\_

Business or Cell #: \_\_\_\_\_ Lot: \_\_\_\_\_ Blk: \_\_\_\_\_ Plan: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Attach “Void” Cheque Here: (or provide complete information below)**

**I/We hereby authorize my/our Bank,**

Financial Institution: \_\_\_\_\_

Branch Address : \_\_\_\_\_

City and Province : \_\_\_\_\_

Account Number : \_\_\_\_\_

**To debit my/our account as indicated above.**

Initial payment (if any): \_\_\_\_\_ Date of Initial Payment (if any): \_\_\_\_\_

Monthly payments of \$ \_\_\_\_\_ , to be withdrawn the 1<sup>st</sup> banking day of each month beginning \_\_\_\_\_ , 20 \_\_\_\_ . Further I will abide by the conditions as specified on the T.I.P.P.S. information sheet.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

# TAX INSTALLMENT PAYMENT PLAN SERVICE (T.I.P.P.S.)

## What is T.I.P.P.S.?

This is a service provided to allow tax payers to make equal monthly payments for property taxes rather than a single annual payment. Your yearly tax payment can be incorporated into your budgeting plans for monthly expenses instead of trying to set money aside for one large payment.

## Who can use T.I.P.P.S.?

You can join T.I.P.P.S.

- \$ If your tax account is not in arrears.
- \$ If you have chequing privileges at a financial institution (bank, trust company or credit union) for automatic withdrawal from a deposit account.
- \$ If you are not paying property tax through a mortgage company payment (eg: PIT).

## How does T.I.P.P.S. work?

A monthly payment amount is calculated by dividing your most recent annual tax levy by 12 (number of months in the year). Payment amounts will be adjusted to compensate for changes in taxes resulting from the setting of the annual mill rate. You will be advised of any changes prior to the payment withdrawal. Payments are made by automatic withdrawal from your chequing account. The withdrawals will take place on the first banking day of the month. You must give written authorization before the withdrawals will begin. As well, please check with your bank regarding their charges for this service.

**Note: Penalties for late payment will not apply to those participating in the T.I.P.P.S. program.**

## Withdrawal/Nonpayment

If you wish to withdraw from the plan, please provide written notice to the City office at least two weeks prior to your next payment date. If payments are dishonoured as N.S.F., you are subject to a \$30.00 Service Charge. In the event of three (3) such dishonoured payments, you will be discontinued from the T.I.P.P.S. plan.  
NOTE: If you withdraw or your plan is cancelled, all unpaid taxes become due and payable and are subject to any applicable penalty.

## What happens if you sell your property during the year?

When your property is sold, please provide written notice to the City office at least two weeks prior to your next payment date. We can then withdraw you from the T.I.P.P.S. plan. All T.I.P.P.S. payments are non-refundable. If you sell your property, we can provide your solicitor with the most recent information regarding your property tax account. Your solicitor can then take this information into consideration when making the final adjustment to the transfer of funds between you and the purchaser.

If you wish to participate in T.I.P.P.S., please complete the following application and forward it to the City office with a void cheque.

If you require additional information, please call 931-2166.