

Applicant name(s) _____
(Please print)

Phone number _____ Business number _____
(if applicable)

Property address _____

VOID cheque with banking information attached must be attached.

Name of financial institution				Branch address			
City		Province		Postal code		Branch phone number	
Branch	Institution	Account number	Please indicate type of account				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- I/we hereby authorize Strathcona County and its Financial Institution to debit my account listed above
 - for annual property taxes including any local improvement levies payable to Strathcona County **(Supplementary Taxes are not included)**,
 - in the amount of the monthly payment shown above, on the FIRST business day of each month beginning on the date indicated above,
 - and which amount may increase/decrease on June 1 to the amount shown on the annual Property Tax Notice issued by Strathcona County.
- A specimen cheque marked "VOID" is attached to this authorization.** If a savings account, the Branch/Institution/Account numbers have been verified with my/our financial institution.
- Any payment returned may result in termination from the plan. If terminated from the plan all outstanding taxes become due and payable and subject to applicable late payment and arrears penalties. A service charge will be levied on all returned payments.
- In the event of a sale, or change in bank accounts,** I/we will notify Strathcona County, in writing at least **15 days prior to the next due date** to arrange for cancellation, or to provide the new bank account information, including a "VOID" cheque.
- This authorization may be cancelled at any time upon written notice within **15 days** by me/us, and all outstanding taxes become due and payable and subject to penalties. I/We may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnpay.ca
- 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 PAD that is not authorized or is not consistent with this PAD 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
- The signature(s) below authorize the withdrawal of the monthly tax payment from this account.

Signature _____ Date _____ Signature _____ Date _____

Collection and Use of Personal Information

Personal information is collected in accordance with section 3 of the *Municipal Government Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP)* and is protected by FOIP. It will be used to process and activate pre-authorized monthly charges of annual property taxes, including any local improvement levies payable to Strathcona County. If you have any questions about the collection and use of the information contact the Manager, Assessment and Tax, Strathcona County at 780-464-8160.

Office use only

Roll number _____ Legal land description _____

Plan start date _____ Starting monthly payment amount _____

Date confirmed with applicant _____ Confirmed by _____

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WHAT IS THE TAX INSTALMENT PAYMENT PLAN (TIPP)?

TIPP is a tax instalment payment plan by which taxpayers in Strathcona County may pay their property tax in monthly instalments instead of a single payment.

WHAT'S THE ADVANTAGE OF TIPP?

Many people find it difficult to make a single large payment that comes due once a year. Monthly instalments break your property tax into smaller amounts which may make it easier to budget.

WHO CAN JOIN TIPP?

You can join TIPP if

- your tax account is paid in full
- you have chequing privileges at a financial institution (bank, trust company, treasury branch or credit union)
- you do not currently pay your taxes through a mortgage company (P.I.T.)
- your application is received at least two weeks before the start of the next calendar year (i.e. December 15)

HOW DOES TIPP WORK?

Your current tax levy will be divided by 12 to establish your monthly payments for January 1 to May 1.

Your monthly payment will be adjusted June 1 to compensate for changes in taxes resulting from the annual tax levy. Your annual tax bill, usually issued in May, will show the total amount of instalments to date and the calculation of the instalment payments for the remaining payments in that year.

Payments begin January 1 of the new year and continue each consecutive month.

Payments may only be made by automatic withdrawal from an account with chequing privileges at a financial institution. All debits are processed for the first banking day of each month. You must give written permission before the withdrawals will begin. Strathcona County does not charge for this service, however bank service charges may apply.

WITHDRAWAL FROM TIPP

You may withdraw from the plan by giving written notice at least two weeks before the next payment date. If you withdraw or your plan is cancelled, all unpaid taxes become due and payable, and are subject to penalties in accordance with the penalty by-law

MISSED PAYMENTS

If any payments are missed, or returned by your financial institution, Strathcona County may cancel that agreement and request payment of the total outstanding taxes. All returned payments will be charged an administration fee.

CHANGE OF ACCOUNT

If you change your chequing account please advise the Tax Office at 464-8120 or 464-8123 at least **two weeks before the next payment is due**.

WHAT HAPPENS IF I SELL MY PROPERTY DURING THE YEAR?

If you are on the TIPP program and sell your property, it is your responsibility to ensure that the Tax Department is given written notification that you are withdrawing from the plan. Please provide notification at **least two weeks before the date that you wish to withdraw by**.

Written notification can be sent by

- e-mail : taxation@strathcona.ab.ca
- fax: (780) 464-8270
- by placing in the Envelope Deposit Box at the North Entrance at County Hall
- mail
- delivering to County Hall Assessment and Tax Office

As you are responsible for the taxes for that portion of the year that you own the property, we can provide your solicitor with the balance on your account upon request. Your solicitor will take your TIPP payments into consideration when transferring the property to the new owner.

If you are selling and purchasing a new property within Strathcona County, and wish to continue on TIPP for your new property, please contact our office for assistance.

HOW DO I APPLY FOR TIPP?

To apply for TIPP, complete and sign the application form and return it along with a sample cheque marked "VOID" to

Strathcona County
Tax Office
2001 Sherwood Drive
Sherwood Park, AB T8A 3W7

To join the TIPP program, Strathcona County must have received your signed application **December 15**. Your first payment will be due January 1.

FURTHER INFORMATION

If you have any further questions about the tax instalment payment plan (TIPP), please call 464-8120 or 464-8123, 8 a.m. to 4:30 p.m. Monday to Friday.