

Roll Number \_\_\_\_\_ Legal Land Description \_\_\_\_\_

Applicant Name(s) \_\_\_\_\_  
(Please print)Phone Number \_\_\_\_\_ Business Number \_\_\_\_\_  
(If applicable)

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

**A specimen cheque marked "VOID" or Direct Deposit/Pre-Authorized Payment Setup Form must accompany this form**

- 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" or Direct Deposit/Pre-Authorized Payment Setup Form is attached to this authorization.** If a savings account, the Branch/Institution/Account numbers have been verified with my/our financial institution.
- In the event of a property sale**, I/we will notify Strathcona County, in writing, at least 15 days prior to the next withdrawal date to arrange for cancellation of the payment plan. Failure to notify Strathcona County 15 days prior to the due date may result in a fee to have the payment returned.
- In the event of a bank account change**, I/we will notify Strathcona County, in writing, at least 15 days prior to the next withdrawal date to provide the new bank account information, including a "VOID" cheque. Failure to notify Strathcona County 15 days prior to the due date may result in a fee to have the payment returned.
- A service charge will be levied on any payment returned by the financial institution. A returned payment may result in termination from the plan. Upon plan termination, all outstanding taxes become due and payable and subject to applicable late payment and arrears penalties.
- 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 [payments.ca](http://payments.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 [payments.ca](http://payments.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 under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and 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 questions about the collection, use or disclosure of the information contact the Director, Assessment and Tax, Strathcona County at 780-464-8196.

**Office use only**

Plan start date \_\_\_\_\_ Starting monthly payment amount \_\_\_\_\_

Date confirmed with applicant \_\_\_\_\_ Confirmed by \_\_\_\_\_ TAX 2908-K 2019-11-08

# Property Tax Instalment Payment Plan

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**T**AX

**I**NSTALMENT

**P**AYMENT

**P**LAN

## **W**HAT IS THE TAX INSTALMENT PAYMENT PLAN (TIPP)?

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

## **W**HAT'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.

## **W**HO 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)

## **H**OW 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.

## **W**ITHDRAWAL 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 the 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 at least **two weeks before the next payment is due**. Failure to notify us 15 days prior to the withdrawal date may result in a fee to have the payment returned to you.

## WHAT IF I SELL MY PROPERTY DURING THE YEAR?

If you are on the TIPP program and sell your property, it is your responsibility to notify the Tax Department in writing that you are withdrawing from the plan. Failure to notify us 15 days prior to the withdrawal date may result in a fee to have the payment returned to you.

Notification can be sent by:

- email to [taxation@strathcona.ca](mailto:taxation@strathcona.ca)
- placing the notice in the Envelope Deposit Box at the East Plaza 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 would like to continue paying taxes through TIPP, please contact our office for assistance.

## HOW DO I APPLY FOR TIPP?

Complete and sign the application form and send it along with a sample cheque marked "VOID".

By mail to:  
Strathcona County  
Tax Office  
2001 Sherwood Drive  
Sherwood Park, AB T8A 3W7

By email to:  
[taxation@strathcona.ca](mailto:taxation@strathcona.ca)

To join the TIPP program, Strathcona County must have received your signed Application by **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 8 a.m. to 4:30 p.m. Monday to Friday.