

TAX INSTALMENT PAYMENT PLAN (TIPP)

- **To be eligible for the TIPP program, property taxes and local improvement taxes for the current year (due June 30) must be paid in full.**
- New applicants are encouraged to apply by June 20. Applications received during the year will have payments prorated over the number of remaining months up to May. Any credit balances will be used to reduce the monthly tax instalment payment for the following year.
- **A “Void” cheque or a Pre-Authorized Debit Form (PAD) from your Financial Institution must be attached to this Application. Forms can be scanned and emailed to tax@draytonvalley.ca. Photographs are not accepted.**

APPLICANT/PAYMENT INFORMATION				
Personal:	<input type="checkbox"/>	Business:	<input type="checkbox"/>	
Owner/Business Name:				Town: Drayton Valley
Roll #:				Province: Alberta
Civic Address:				Phone #:
Mailing Address:				Postal Code:
Are you a new owner?			If 'yes' what is your possession date?	
If the property is a 'new build' was it complete as of December 31 st of the prior year?				
FIXED TIPP AMOUNT				
Tax Levy (\$):		÷ by (months)	=	

TIPP TERMS AND CONDITIONS

1. **This authority is to remain in effect until the Town of Drayton Valley Finance Department has received written notification from the Taxpayer (hereinafter referred to as the “Owner”), of bank account changes or termination. A TIPP Cancellation Form must be received by the Finance Department at least ten (10) business days before the next monthly payment is scheduled.** For security reasons, the bank information on inactive accounts is purged periodically. You may be required to update your bank information with us if you decide to reactivate your TIPP account.

2. **In the event of a property sale, it is the Owner’s responsibility to cancel** the program by submitting a TIPP Cancellation Form to the Town of Drayton Valley Finance Department. **Instalment credits will not be refunded and should be accounted for in the Statement of Adjustments by your lawyer as part of the sales agreement.** This agreement is for the property indicated above and is non-transferable to another address.

3. The Owner(s) acknowledges any payment not honored or processed by their bank is subject to a service charge. The Owner(s) understands that after two (2) defaulted payments, this payment plan will be cancelled and the Owner's tax account may be subject to tax penalties pursuant to the Tax Penalties Bylaw #2002/01/F and any subsequent amendments thereto.
4. The Owner(s) has/have certain recourse rights if any debit does not comply with this agreement. For example, the Owner(s) has/have the right to receive reimbursement for any monthly debit that is not authorized or is not consistent with this Tax Instalment Payment Agreement. To obtain a form for Reimbursement Claim, or for more information on an Owner's recourse rights, you may contact your financial institution or visit www.cdnpay.ca. The Owner may obtain a Cancellation Form from the Town of Drayton Valley or a sample Cancellation Form by visiting www.cdnpay.ca.

AUTHORIZATION

I/We the Owner(s) of the property described on the reverse, hereby authorize the Town of Drayton Valley to debit my/our bank account in the amount of the prior year's taxes. This will be prorated over eleven (11) monthly instalments to be drawn on the **first business day of each month beginning in July, to and including May and if necessary an additional payment to balance the tax account to zero on the first business day in June. I/We have read this Agreement and agree to the Terms and Conditions for the Tax Instalment Payment Plan.**

Signature _____ **Date:** _____

The personal information collected on this form will be used for the purpose of administering the Monthly Property Tax Payment Plan. It is collected under the authority of The *Municipal Government Act*, Section 340(2), and is protected under the provision of the *Freedom of Information and Protection of Privacy Act*.

Signature _____ **Date:** _____

The personal information collected on this form will be used for the purpose of administering the Monthly Property Tax Payment Plan. It is collected under the authority of The *Municipal Government Act*, Section 340(2), and is protected under the provision of the *Freedom of Information and Protection of Privacy Act*.

If the Owner of the property is a company or organization, the signature(s) of the authorized officers must be accompanied by a corporate seal, or an Affidavit Verifying Corporate Signing Authority.

FOR OFFICE USE ONLY	
Date Received:	Date Approved:
Received by:	Approved by: