APPLICATION FOR THE TAX INSTALLMENT PAYMENT PLAN (TIPP)

Municipal District of Peace No 135 Tax Department

Customer Information

Roll number	Legal land description		
Applicant name		Cell phone	Home/Business phone
Applicant name		Cell Phone	Home/Business phone
Mailing address			
E-mail address			

Applicant Signature and Date

I/We the Applicant(s) authorize my/our bank to debit my/our account for the monthly tax installment payment payable to the Municipal District of Peace No. 135 on the first day of each month as payment in part of the taxes for the above-named property. I/We acknowledge the right for the Municipal District of Peace No. 135 to cancel my/our participation in the payment plan if any payments are not honored by my/our bank. Unpaid taxes as of the date of termination of participation in the plan will be subject to penalties as per the MD's current Tax Penalty Bylaw, and a fee of $50.00 will be charged for any returned payments.

I/We acknowledge that there may be increases in the amount of the installment payment on June 1 each year as a result of the Municipal District of Peace No. 135's annual tax levy. Notification of any changes will be detailed on the property tax notice. The participant will be given 15 days' notice before payment amounts are increased for any other reason. I/We acknowledge this agreement may be amended by the 15th of the month preceding the next payment date for different banking information, should the banking information supplied be directed to be changed by me/us or our bank.
Please note: Tax installment payments are non- transferable or refundable.

Name of applicant (please print)	Name of joint applicant (please print)
Signature of applicant	Signature of applicant
Date signed	Date signed

For **terms and conditions,** please see the second page.

The personal information collected through the Tax Installment Payment Plan (TIPP) Authorization Form will be used to administer the Tax Instalment Payment Plan (TIPP) program and manage the accounts receivable of the MD of Peace No 135. The collection is authorized under the authority of section 340(2) of the Municipal Government Act and section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, contact finance@mdpeace.com or 780-338-3845.

5240-52nd Ave, Box 34, Berwyn, Alberta, T0H 0E0
Tel: 780-338-3845 **Fax**: 780-338-2222
www.mdpeace.com finance@mdpeace.com

TIPP PROGRAM TERMS & CONDITIONS

TIPP is a monthly tax installment payment plan by which taxpayers may make consecutive monthly payments for taxes rather than a single annual payment.

To Qualify for the TIPP Program

- Your tax account must be paid in **full**.
- Your taxes must **not** be paid through your mortgage company.
- Your application must be received prior to **December 15th** of the preceding year.

How Monthly Payments are Calculated

- Your most recent annual tax levy is divided by 12 to establish a monthly payment amount. Payments begin on January 1st of the new year and continue for 12 consecutive months.
- Payment amounts are adjusted in May (to be reflected in the June payment) to compensate for changes in taxes resulting from the annual tax levy.
- TIPPS participants will receive a notification each May, advising them of the amount of their payments for June – December.
- Payments may only be made by automatic withdrawal from a chequing/savings account. Interested parties must properly complete the TIPPS program application form and the pre-authorized debit agreement before the withdrawal will begin. The Municipal District of Peace No. 135 does not charge for this service; however, normal bank service charges may apply.
- If, for any reason, your property taxes are changed during the year, you will be advised in writing of the new amount of the instalment payment. If your tax installment increases for any reason other than the annual tax levy, you will be given 15 days' notice before the installment amount is increased.

Withdrawal/Non-Payment

- You may withdraw from the plan by giving notice, in writing, by the 15th day of the month preceding the next payment date.
- **NOTE:** If you withdraw from the plan after June 30, a penalty in accordance with the MD's Tax Penalty Bylaw will be applied to the tax balance unless full payment is received prior to the next payment date or the TIPP obligations are assumed by another person.
- If a payment is not honored by your bank, a service charge will be levied as per the MD's current Fees and Charges Bylaw. Further, the Municipal District of Peace No. 135 shall cancel the agreement upon default, and all unpaid taxes will become due and payable and are subject to penalties in accordance with the MD's Tax Penalty Bylaw.

Selling Property/Change of Bank Account

If your property is sold, title transferred, or you have a change in bank accounts, it is your responsibility to inform the Tax Department in writing. We require the notice of change by the 15th of the month prior to the next TIPP withdrawal.

How to Enroll for Future Years

Complete and sign the TIPPS program application form, and the pre-authorized debit agreement, which can be obtained from the MD's office or the MD's website, and return it along with a cheque, marked "VOID" by December 15 in person, via mail, or through email:

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How your Tax Installment Amount is Calculated

The first five payments (January – May) will be calculated by dividing your previous year's levy by 12 months.

Previous Year Levy ($) ÷ 12 months = ($) Amount of monthly instalment payment for the months of January – May.

The amount of the last seven payments will be calculated in May of each year by subtracting the total amount of payments made to date, from the current year's levy & dividing the result by 7. This amount is then the Installment amount for the June – December payments.

Current year's levy – payments already made to date ÷ 7 months.

Example:

1) Bob's taxes were $2,400 for 2023; they were paid in full in July of 2023, and Bob has a balance of zero on January 1st, 2024.
2) In December of 2023, Bob signed up for the TIPP program for 2024.
3) Bob's Jan – May payments are calculated by dividing the prior year's tax levy by 12, which equals $200/month ($2,400 divided by 12).
4) In April of 2024, taxes were levied, and Bob's 2024 taxes are $3,000.
5) In May, the MD's Director of Finance calculates Bob's June-December payment by calculating the sum of the January – May payments, which in this case is $1,000 ($200/month x 5 months).
6) Bob's account has a negative balance of $1,000 before Bob's 2024 taxes are levied, and a balance of $2,000 after 2024 taxes are levied.
7) The Director of Finance will calculate the amount of the payment for June – December that will bring the account to zero at December 31, 2024. In this case, that payment amount is $285.71/month ($2,000 divided by 7months).

Bank Account Information
Please attach a void cheque or a letter from your bank outlining your banking information. Banking information must include the name and institution number of the bank, the five-digit branch number, and the account number. Please ensure that all Below, ensure the numbers on the bottom of the cheque are visible.