

# APPLICATION FOR TAX INSTALLMENT PAYMENT PLAN (TIPP)

Rocky View County Tax Department

Customer Information			
Roll number		Legal land description	
Applicant name		Business phone	Home phone
Applicant name		Business phone	Home phone
Mailing address			
E-mail address			

Applicant Signature and Date	
<p>I/We the Applicant(s) authorize my/our bank to debit my/our account for the monthly tax installment payment payable to Rocky View County 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 Rocky View County to cancel my/our participation in the payment plan if any payments are not honoured by the participant's bank. Unpaid taxes as of the date of termination of participation in the plan will be subject to a 12% penalty as per the Tax Penalty Bylaw and a fee of \$25.00 will be charged for any returned payments. I/We acknowledge there may be increases in the amount of the installment payment on June 1 each year as a result of the Rocky View County'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 either me/us or our bank. <b>Please note: Tax installment payments are non-transferable or refundable.</b></p>	
_____	_____
Name of applicant (please print)	Name of joint applicant (please print)
_____	_____
Signature of applicant	Signature of applicant
_____	_____
Date signed	Date signed

Bank Account Information
Please attach a void cheque below, ensuring the numbers on the bottom of the cheque are visible.

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

### How TIPP is calculated

Current Levy (\$) ÷ 12 months = Amount of monthly instalment payment (\$)

## TIPP PROGRAM TERMS & CONDITIONS

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

### How to Enroll for Current Year

- If your tax account is paid in full;
- If you do not presently pay your taxes through a mortgage company (PIT);
- If your application is received by June 15 (final date for late application) accompanied by the missed tax payments for (Jan, Feb, March, Apr, May, June); and
- If the purchaser of a property wishes to assume the existing TIPP obligations for the purchased property they should immediately contact 403-230-1401 for complete details. **(TIPP payments are non-transferable or refundable)**

### 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 1 of the new year and continue for 12 consecutive months.

Payment amounts are adjusted in June to compensate for changes in taxes resulting from the annual tax levy. Your annual tax notice, usually issued in May each year, shows the total amount of installments paid to date and the calculation of the monthly installment payment for the remaining payments in that year.

Payments may only be made by automatic withdrawal from a chequing/savings account. You must give written permission before the withdrawal will begin. Rocky View County 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 12% penalty in accordance with the 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 any payments are not honoured by your bank, a service charge of \$25.00 will be applied. Rocky View County shall cancel the agreement upon default and all unpaid taxes become due and payable and are subject to penalties in accordance with the 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 the responsibility of the participant 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 Year

Complete and sign the application form, which you can obtain from the County office or the County's website, and return it along with a cheque, marked "VOID" by December 15 to:

Rocky View County  
Tax Department  
262075 Rocky View Point, Rocky View County, AB T4A 0X2