



TAX INSTALLMENT PAYMENT PLAN

WHAT IS THE TAX INSTALLMENT PAYMENT PLAN (TIPP)?

TIPP is a tax installment payment plan by which taxpayers in The County of Thorhild No. 7 may pay their property tax in monthly installments 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 installments break your property tax into smaller amounts; which 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 installment 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 installments to date and the calculation of the installment 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. The County of Thorhild No. 7 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 installment date. If you withdraw or your plan is cancelled, all unpaid taxes become due and payable within thirty (30) days and are subject to penalties in accordance with the penalty bylaw.

MISSED PAYMENTS

If two (2) consecutive payments are missed, or returned by your financial institution, The County of Thorhild No. 7 may cancel the agreement and request payment of the total outstanding taxes within thirty (30) days. All returned payments will be charged an administration fee.

CHANGE OF ACCOUNT

If you change your bank account please advise the Tax Office at 780 398-3741 or Toll Free 1-877- 398-3777 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: Cheryl@thorhildcounty.com
- fax:(780) 398-3748
- by placing in the Envelope Deposit Box at the South Entrance at the County Office
- mail
- delivering to Tax Department at County Office

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

The County of Thorhild No. 7
Tax Department
Box 10
Thorhild AB T0A 3J0

To join the TIPP program, The County of Thorhild No. 7 must have received your signed application before **December 15**. Your first payment will be due January 1.

FURTHER INFORMATION

If you have any further questions about the tax installment payment plan (TIPP), please call the Tax Department (780) 398-3741 or toll-free 1(877) 398-3777, 8 a.m. to 4:30 p.m. Monday to Friday.