



Town of Ponoka
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TAX INSTALMENT PAYMENT PLAN (TIPP) APPLICATION FORM

APPLICANTS INFORMATION

Tax Roll Number: _____

Last Name: _____ First Name: _____

Business Name (If applicable): _____

Property Address: _____

Mailing Address (If different): _____

Phone Numbers Home: _____ Cell: _____ Work: _____

Email Address: _____

BANKING INFORMATION

Please attach a cheque marked "VOID" here
or
include with this form a bank withdrawal form

PAYMENT INFORMATION (Office Use Only)

Tax Levy Year (may be previous year): _____ Tax Levy Amount: \$ _____

Option 1: Tax Levy divided by remaining ___ months in the year \$ _____ or

Option 2: Tax Levy divided by 12 months \$ _____

with initial payment required for ___ months \$ _____

Payment Withdrawal Date: 1st of the month or 16th of the month

Monthly Payment: \$ _____

Payment Start Date: _____

Date Received: _____ Received by (Initials): _____



TERMS AND CONDITIONS

Initials

- I/We understand the property tax account must be current prior to the initiation of the Tax Instalment Payment Plan or have a signed Tax Agreement in place.
- I/We understand that the plan runs from January to December of each year and continues each year unless cancelled by written notification. It is the **responsibility of the property owner(s)** to advise the Town of Ponoka 10 business days prior to your payment withdrawal date, of any changes required in that month (ie bank account information, sale of the property or cancellation of monthly payments).
- I/We understand the monthly payment is fixed and estimated off of the previous year's taxes for the months of January through June and from July to December the monthly payment amount will automatically be adjusted in accordance with the establishing of the annual tax rates.
- I/We understand that payments are withdrawn from the bank account provided on the payment withdrawal date or next business day. Any payments that are dishonoured by reason of non-sufficient funds, stop payment, account closure etc will be subject to an NSF fee of \$25.00 and the account will be removed from the plan without prior notice if two payments have been dishonoured. All outstanding amounts then will become due and payable by July 31 and subject to penalties in accordance with our current Property Tax Penalty Bylaw.
- I/We understand that if any transfers to the property tax account have occurred, my monthly payments will be adjusted accordingly without notice.
- I/We understand that the December payment amount may vary if payments have been dishonoured or if any transfers to the property tax account have occurred (ie outstanding utilities transferred). The property tax account must have a zero balance as at December 31.

I have read, initialed and understand the terms and conditions of the Tax Instalment Payment Plan (TIPP) as stated above and I acknowledge that the information provided on this form is complete and correct.

Signature: _____ **Date:** _____

FOIP Notification: The personal information you provide on this form is being collected under the authority of the Freedom of Information and Protection of Privacy Act and is used solely for the purposes relating to the administration of Assessment/Taxation services. Questions about the collection or use of this information can be directed to the Town of Ponoka at 403-783-0130.