

**TAX INSTALMENT PRE-PAYMENT PLAN (TIPP) APPLICATION ROLL # \_\_\_\_\_**

**APPLICANT NAME:** \_\_\_\_\_

**Please complete an Agent Authorization form if you are not the titled owner.**

BUSINESS NAME, if applicable: \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**MAILING ADDRESS (IF DIFFERENT):** \_\_\_\_\_

CITY / TOWN: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

Phone: Res: \_\_\_\_\_ Other: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Total Tax Levy divided by Number of Months on TIPP** \_\_\_\_\_ **Date of First Payment** \_\_\_\_\_ **Monthly TIPP Amount** \_\_\_\_\_

BUILDING COMPLETE (at December 31<sup>st</sup> of the prior year): \_\_\_\_\_ New Owner? \_\_\_\_\_ Possession Date: \_\_\_\_\_

**To be eligible for the TIPP program, your current year property tax account (due the last business day of June) must be paid in full and your name must be registered on the Land Title.** New applicants are encouraged to apply by July 20. The TIPP amount will be the prior year's taxes prorated over 10 equal instalments to be automatically withdrawn on the first day of each month beginning in August, to and including May of the following year. If necessary, any balance owing will be automatically withdrawn on the last business day of June. Applications received during the year will have payments prorated over the number of remaining months up to May. The rate of incentive shall be specified in the most current TIPP bylaw and is not applicable until completion of the TIPP program. 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 my/our Financial Institution is attached to this Application.** Applications, and cheques or PAD forms, can be scanned and emailed to [tax@lethbridge.ca](mailto:tax@lethbridge.ca). No photographs accepted.

**TIPP TERMS AND CONDITIONS**

- This authority is to remain in effect until City of Lethbridge Assessment & Taxation has received written notification from me/us of bank account changes or termination. A TIPP cancellation or revision form must be received by the Assessment & Taxation Department by the 20<sup>th</sup> of the month prior to the next TIPP withdrawal.** 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 TIPP.
- In the event of a property sale, it is my/our responsibility to cancel** the program by submitting a TIPP cancellation form to the City of Lethbridge Assessment & Taxation Dept. Instalment credits will not be refunded and should be accounted for in the Statement of Adjustments by my/our lawyer as part of the sales agreement. This agreement is for the property indicated above and is non-transferable to another address. In the event TIPP is cancelled prior to completion, no payment incentive shall be allowed.
- I/We acknowledge any payment not honored or processed by my/our bank is subject to a service charge. I/We understand that after two (2) defaulted payments, this payment plan will be canceled and my tax account may be subject to tax penalties pursuant to the Tax Penalties Bylaw.
- Supplementary levies and any estimated increase in taxes will be recalculated in your TIPP payment.** If I/we am/are planning a major renovation, I/we may contact an Assessor to discuss how this may impact my/our assessment.
- I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/We have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca). I/we may obtain a sample cancellation form or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting [www.cdnpay.ca](http://www.cdnpay.ca).

I/We hereby authorize the City of Lethbridge to debit my/our bank account to pay for the necessary property taxes.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

FOIP: Your personal information is being collected for the purpose of assessing property and collecting taxes. Any personal information received is being collected and used pursuant to section 33(c) and section 39(1)(a) of the Freedom of Information and Protection of Privacy Act and your personal information will be managed in accordance with the FOIP Act. If you have any questions about the collection, use and disclosure of information, please contact the City's FOIP Coordinator with Information Management at (403) 329-7329.

<p><b>For Office Use Only:</b>  <b>MAILING ADDRESS (IF DIFFERENT):</b>          If the mailing address provided above is different than in Tempest, provide the applicant with Land Title contact information to update their mailing address.</p> <p>Check if different</p>	<p><b>NOTES/CALCULATIONS:</b>          If applicable, discussed SUPP to be incorporated in TIPP</p>
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