

**TAX INSTALMENT PAYMENT PROGRAM (T.I.P.P.)
AUTHORIZATION FORM**

NAME: _____

PROPERTY ADDRESS: _____

TAX ROLL# _____

ESTIMATED TAX LEVY: _____ T.I.P.P. MONTHLY PAYMENT: _____
Estimated Tax Levy Divided by 12):

I apply to enroll in the Town of Vegreville Tax Instalment Plan under the following terms and conditions:

- Please attach copy of void cheque
- To debit my/our account as indicated above for all estimated property taxes payable to the Town of Vegreville on the:
 - 15th day of each month beginning _____ (MONTH)
 - Last day of each month beginning _____ (MONTH)
- The treatment of each payment shall be the same as if I/we had personally issued a cheque authorizing payments as indicated and to debit the amount specified to my/our account.
- Any returned payments will be subject to a service charge.
- This authorization may be cancelled at any time upon written notice by me/us.
- Any delivery of this authorization to you constitutes delivery by me/us.

Date

Signature

Phone Number

Signature

PLEASE NOTE:

- For verification purposes please enclose a VOID cheque verifying the account payments are to be drawn from.
- For a joint account, all depositors must sign if more than one signature is required on cheques issued against the account.
- In the event of a sale of the above noted property, or a change in bank accounts, it is your responsibility to immediately notify the Taxation Department at the Town Office to arrange for cancellation or transfer of the Plan.

Tax Instalment Payment Program (T.I.P.P.)

WHAT IS THE TAX INSTALMENT PAYMENT PROGRAM (T.I.P.P.)

- T.I.P.P. is a monthly tax instalment payment plan by which taxpayers may make consecutive monthly payment for taxes rather than a single annual payment.
- By-law No. 04-2009 of the Town of Vegreville allows Taxpayers to have their property taxes and local improvements paid in monthly instalments by pre-authorized withdrawal from their bank account, rather than a single annual payment.

WHY SHOULD YOU USE TAX INSTALMENT PROGRAM (T.I.P.P.)

- The Payment Plan breaks the annual tax payment into 12 monthly payments to make budgeting easier.
- Convenient and reliable form of payment.
- Balances are not subject to penalties, provided payments are made.

HOW DOES THE PLAN WORK

- Application form must be completed.
- Payments are made by automatic withdrawal from your bank account.
- Taxes must be paid up to date before enrolling on the plan.
- You choose a payment date of either the 15th or at the end of the month.
- Monthly payments from January through June are 1/12th of the preceding year tax levy.
- Monthly payments for July through December are re-calculated on the current tax levy less payments made from January to June. Payments are equal to 1/6th of the re-calculated amount.

WHO CAN USE THE TAX INSTALLMENT PLAN (T.I.P.P.)

- All Taxpayers are eligible to participate in the Instalment Plan provided all property taxes, local improvements, arrears and penalties are current.

HOW DO I APPLY?

- To apply for the Tax Instalment Payment Program (T.I.P.P.), complete and sign the Authorization Form (attached), attach a void cheque, and return to the Vegreville Town Office.

WITHDRAWAL OR CANCELLATION

- You may withdraw from the Plan by filling out the appropriate form available at the Town Office.
- The Town Manager may cancel a taxpayer's privilege of continuing in the Plan if two consecutive instalments fail to be honoured in any year.
- If you withdraw, or the Town cancels your participation in the Plan, the unpaid balance of taxes, if any, shall then be due and payable in full within thirty days and shall be subject to penalties normally calculated for unpaid taxes.
- Any payments that are dishonoured by the bank are subject to a service charge.
- Please advise us of any changes in banking information.