City of Melfort TIPPS Agreement

I/we authorize the City of Melfort to debit my/our account as indicated on the reverse of this form, for all estimated taxes for the property located at:

_____
(Print Civic Address)

on the last day of each month. The treatment of each payment shall be the same as if I/we had personally issued a cheque authorizing payment as indicated and to debit the amount specified to my/our tax account.

I/we understand the monthly payment amount may be adjusted periodically to insure taxes are paid in full by December 31st. 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.

I/we have read these conditions on the reverse of this form and agree to abide by them. I/we are all the persons required to sign in the indicated account.

_____
Signature

_____
Signature

_____
Date

City of Melfort

City of Melfort
Property Tax Department

202 Burrows Avenue West
Box 2230
Melfort, SK
S0E 1A0

Phone: 306-752-5911
Fax: 306-752-5556
Email: city@cityofmelfort.ca
www.cityofmelfort.ca

FOR OFFICE USE ONLY:

Beg. Payment Month/Year: _____

Monthly Payment Amount: _____

City of Melfort
Tax Installment Payment Plan

Why would you use the TIPPS Plan?

If you find it difficult making a single large payment when your property taxes come due, you can divide the tax bill into monthly installments to make your personal or business budgeting easier.

It is an easy method of making tax payments without the inconvenience of cheque writing, increased cost of postage, no line ups or last minute rush to make your payment.

With your permission, your payments can be made automatically through your bank, trust company or credit union.

How does the Plan work?

The plan runs from January to December each year. Participants in the plan are exempted from the City's Discount & Penalty Bylaw provided there are no arrears on the account.

The first four monthly payments are based on the current year's estimated tax levy (based on previous year's tax bill). Your annual tax bill is mailed to you in May. It will identify the current year's levy and show an adjusted monthly payment amount to cover any remaining balance to the end of the year, providing there are no changes in your assessment or local improvements.

The City does not charge for this service, however, normal bank service charges do apply.

What is the Tax Installment Payment Plan?

The TIPPS plan is a tax installment payment plan that enables you to have twelve monthly installments for taxes taken directly from your bank account and credited to your property tax account.

Do I have to reapply every tax year?

You do not have to reapply for this payment plan every year. Your application form is valid until you inform us of your withdrawal from this program.

What if I change bank accounts?

If you change your bank account, please advise the City's taxation department at least two weeks prior to your next payment date. If payments are missed, the City of Melfort has the option to cancel this agreement.

How do I withdraw from the Plan?

You may withdraw from the Plan by giving written notice at least two weeks prior to your next payment date.

Note: If you withdraw from the Plan or your Plan is cancelled, all unpaid taxes become due and payable, and are subject to penalties in accordance with the City's Discount & Penalty By-law.

What if I sell my property?

If you sell your property, it is your responsibility to immediately inform the City's tax department to arrange for cancellation of the Plan or transfer of the Plan at least two week prior to your next payment date.

What happens if I miss a payment?

If you miss any payments, the City of Melfort has the right to cancel the agreement. A $20 service charge will be applied to any payments returned by your bank.

How much will my monthly payment be?

Your monthly payment is based on your yearly tax bill (provided there are no arrears on the account). The goal is to have your account at a nil balance by the last payment date (December 31st).

Sample Calculation:

Previous Year's Tax Levy	*$1,600.15*

*January through April monthly payments for current year ($1600.15 ÷ 12 months) $134.00**

**NOTE: Payments are rounded to the next highest dollar.*

Current Tax Bill (Mailed in May)	*$1,648.56*
Less: Payments (January through April)	*$ 536.00*
Balance Owing (May through December)	*$1,112.55*

Monthly payments would then be $140/month ($1,112.55 ÷ 8 months = $139.07) for the remainder of the current year. *NOTE: Payments are rounded to the next highest dollar.*

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City of Melfort Tax Installment Payment Plan Agreement Conditions

Attach a "void" cheque from the bank account you wish the payment to be withdrawn 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 you change bank accounts, you must notify the tax department at City Hall at least **two week prior** to your next payment.

In the event of a sale of the property, it is your responsibility to immediately notify the tax department at City Hall to arrange for cancellation or transfer of the plan at least **two weeks prior** to your next payment.

If any payments are missed, the City of Melfort has the right to cancel the agreement. A $20 service charge will be applied to any payments returned by your bank.

Participants in the Plan are exempted from the City's Discount & Penalty Bylaw provided there are no arrears on the account.

If you withdraw from the Plan, or your Plan is cancelled, all unpaid taxes become due and payable, and are subject to penalties in accordance with the Discount & Penalty Bylaw.

You may join the Plan at any time on the condition that the City receives payment of all prior month payments.

This authorization form is valid until you inform us of your withdrawal from this program. You DO NOT need to complete this form every year.

Tax Installment Payment Plan Application

Roll Number

Civic Address

Last Name, First Name

Last Name, First Name

Box Number

Town, Province, Postal Code

Home Phone # and Bus. Phone #

Email Address

Bank Account Information:

Name of Financial Institution

Branch Address

City & Province

Bank Number (3 digits)

Transit Number (5 digits)

Account Number