

**City of Melfort
Tax Installment Payment Plan Application**

Roll No.

Civic Address

Owner 1: Last Name, First Name

Owner 2: Last Name, First Name

Mailing Address

Home Phone No.

Email address

Bus Phone No.

Bank Account Information:

Name of Financial Institution

Branch Address

City & Province

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Institution No (3 digits)

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Transit No (5 digits)

Attach a cheque marked "VOID"

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Account Number

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.

Date: _____

Signature – Owner 1

Signature – Owner 2

FOR OFFICE USE ONLY:

Beg. Payment Month/Year: _____

Monthly Payment Amount: _____

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Attach a "void" cheque from the bank account you wish the payment to be withdrawn from.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 \$15 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. The City does not charge for this service, however, normal bank service charges do apply.

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.

TIPPS Frequently Asked Questions

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 Bylaw.

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 \$15 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 past payment date (December 31st).

Sample Calculation:

Previous Year's Tax Levy	\$1,600.15
January through April monthly payments for current year ($\$1600.15 \div 12$ 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 ($\$1,112.55 \div 8$ months = \$139.07*) for the remainder of the current year.

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