



APPLICATION FOR TAX INSTALLMENT PAYMENT PLAN (TIPP)

Box 550, 4909-50 Street, Vegreville, AB, T9C 1R6 Phone: 780-632-2082

Email: info@minburncounty.ab.ca
<https://www.minburncounty.ab.ca>

Application Date _____

Tax Roll No. _____

Land/Parcel Information:

Quarter N/A Section N/A Township N/A Range N/A W4M

Lot _____ Block _____ Plan _____

Hamlet / Subdivision Name (if applicable) _____

Rural Address _____

Property Owner(s) Information:

Name(s) _____

Mailing Address _____

Town/City _____ Postal Code _____

Home Phone _____ Business Phone _____

Email _____

Owner(s) Consent

I/We the Applicant(s) authorize my/our bank to debit my/our account for the monthly tax installment payment payable to the County of Minburn No. 27 on the last business day of each month as payment in part of the taxes for the above-named property. I/We acknowledge the right for the County of Minburn No. 27 to cancel my/our participation in the payment plan if 2 consecutive payments are not honoured by the participant's bank. I/We acknowledge there may be increases in the amount of the installment payment each year as a result of the County of Minburn No. 27's annual tax levy. Notification of any changes will be detailed on the property tax notice. The participant will be given 15 days notice before payment amounts are increased for any other reason. I/We acknowledge this agreement may be amended by the 15th of the month preceding the next payment date for different banking information, should the banking information supplied be directed to be changed by either me/us or our bank. Tax installment payments are non-transferable or refundable.

SIGNATURE OF OWNER(S) _____ / _____

Bank Account Information

Please attach a "VOID" cheque, ensuring the numbers on the bottom of the cheque are visible.

Collection and Use of Personal Information

Personal information is collected in accordance with Section 4 of the *Protection of Privacy Act (POPA)*. It will be used to process the request. If you have any questions about the collection and use of the information, contact 780.632.2082.



TAX INSTALLMENT PAYMENT PLAN TERMS AND CONDITIONS

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The Tax Installment Payment Plan (TIPP) is a monthly installment payment plan by which taxpayers may make consecutive monthly payments for taxes rather than a single annual payment.

How to Enroll for the Current Year

- Tax account must be paid in full.
- Application form must be submitted by November 30th of current year.
- If the purchaser of a property wishes to assume the existing TIPP obligations for the purchased property, they should immediately contact the Administration office. (TIPP payments are non-transferable or refundable.)

How Monthly Payments are Calculated

- Your most recent annual tax levy is divided by 12 to establish a monthly payment amount. Payments shall begin in January of the new year and continue for 12 consecutive months.
- Payment amounts will be adjusted to compensate for changes in taxes resulting from the annual tax levy. Your annual tax notice will show the total amount of installments paid to date and the calculation of the monthly installment payment for the remaining payments in that year.
- Payments may only be made by automatic withdrawal from a chequing/savings account. You must submit the Application for Tax Installment Payment Plan before the withdrawal will begin.
- If your tax installment increases for any reason other than the annual tax levy, you will be given 15 days notice before the installment amount is increased.

Withdrawal or Cancellation

- You may withdraw from the plan by submitting a cancellation form by the 15th day of the month preceding the next payment date.
- The County of Minburn No. 27 shall cancel the agreement upon default of 2 consecutive payments. All unpaid taxes become due and payable and are subject to penalties in accordance with the Tax Bylaw.

Selling Property/Change of Bank Account

- If your property is sold, title transferred, or you have a change in bank accounts, it is the responsibility of the participant to inform the Tax department in writing. We require the notice of change by the 15th of the month prior to the next TIPP withdrawal.

How to Enroll for Future Year

- Submit the Application Form with a "VOID" cheque by November 30th.