

Tax Instalment Payment Plan

How Do I Apply For TIPP?

To apply for TIPP complete and sign the application form (page 4) and return it along with a "VOID" cheque to:

The Regional Municipality of Wood Buffalo
Assessment and Taxation Office
3rd Floor – 9909 Franklin Avenue
Fort McMurray, AB
T9H 2K4

Please retain this brochure for your records.

Additional brochures may be obtained at City Hall, Tax Office or by telephone at:

780-743-7820 – Fort McMurray

1-800-973-9663 – Rural

How Do I Change To TIPP From Making Tax Payments Through My Mortgage Company?

You must contact your mortgage company to resolve your tax account in their system and to have them stop collecting your taxes. Complete the TIPP application form and send it to us.

Questions?

Further Information on TIPP can be found on the municipal website (www.woodbuffalo.ab.ca) by submitting the keyword "TIPP" in the search box at the top of the page. If you have additional questions about TIPP, please call 780-743-7820, 8:30 a.m. to 4:30 p.m., Monday through Friday.

Terms and Conditions

Definitions:

- "I" includes "we" if more than one person is applying for the Tax Instalment Payment Plan.
- "TIPP" refers to the "Tax Instalment Payment Plan."
- "The Municipality" refers to "The Regional Municipality of Wood Buffalo."

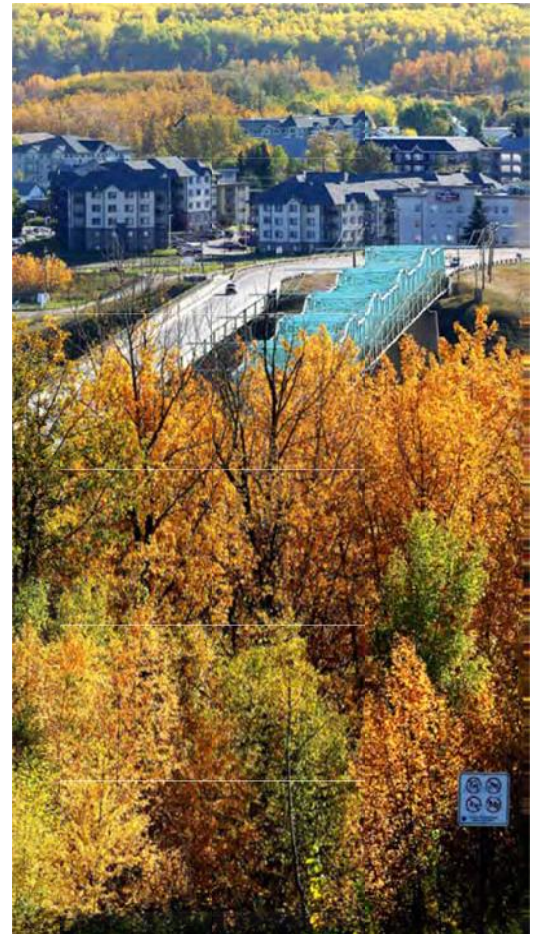
My authorization must include:

- Signatures of all people who must sign cheques drawn on my chequing account.
- Avoided cheque from my chequing account.
- The missed taxation instalment(s) for each month that year, if joining TIPP after January 1st.

- The next month's taxation instalment, if received after the 15th of the month. Authorizations received on or before the 15th of the month will begin the next month.

I am authorizing:

- The Municipality to withdraw taxation payments from my chequing account on the first banking day of each month until my taxes are paid in full each year. The withdrawals will continue until I cancel my authorization. These withdrawals are "preauthorized withdrawals".
- This authorization does not affect any other contract between me and the Municipality.
- By signing the TIPP authorization, I am authorizing both the Municipality and my financial institution to access my chequing account. My financial institution will:
- Withdraw money from my chequing account according to the Rules of the Canadian Payments Association.
- My financial institution is not required to verify that:
 1. A preauthorized withdrawal has occurred according to my authorization, or
 2. If a preauthorized withdrawal has occurred, the money was used to pay my taxes.



If my chequing account changes:

- I will inform the Municipality in writing and provide a new voided cheque at least 2 weeks before the next preauthorized withdrawal is due.

If I sell my property:

- I must inform the Municipality's Tax Office in writing at least 2 weeks before the next preauthorized withdrawal is due.
- I understand that preauthorized withdrawals are neither refundable nor transferrable to another owner, if I sell my property without informing the Municipality.

If my property taxes change during the year:

- As a result of the annual tax levy, the Municipality will provide written notice of the new amount of my preauthorized withdrawal.
- For any other reason, the Municipality will provide written notice 30 days before increasing my preauthorized withdrawal.

I may dispute a withdrawal if:

1. The withdrawal did not occur in accordance with my authorization.
2. I had revoked the authorization before the withdrawal occurred.
3. My property taxes changed because of the annual tax levy, but the Municipality did not provide written notice of the new amount of my preauthorized withdrawal.
4. My property taxes changed for another reason, but the Municipality did not provide written notice 30 days before increasing my preauthorized withdrawal.

To be reimbursed for a disputed withdrawal, I must:

- Sign a declaration stating that either 1, 2, 3, or 4 (see "I may dispute a withdrawal if") has occurred.
- Present the declaration to the branch of my financial institution that holds my account, within the following time limits:
 1. If my preauthorized withdrawal plan is a personal/household plan, I must present my declaration within 90 calendar days (including the 90th day) after the date on which the disputed withdrawal was posted to my account. (If my tax account with the Municipality is classified as residential, my preauthorized withdrawal plan will be designated a personal/household plan.)
 2. If my preauthorized withdrawal plan is a business plan, I must present my declaration within 10 business days (including the 10th day) after the date on which the disputed withdrawal was posted to my account. (If my tax account is in a business name or if it is not classified as residential, my preauthorized withdrawal plan will be designated a business plan.)
- If I dispute a withdrawal after these time limits, the dispute will be resolved between me and the Municipality. My financial institution will not be involved

The Municipality can cancel TIPP if:

- My chequing account does not contain enough money for any preauthorized withdrawal or if my overdue utility bill has been transferred to my property tax account due to non-payment. If the Municipality cancels TIPP, all my unpaid taxes become due immediately, and are subject to penalties in accordance with penalty bylaws.

I can cancel my authorization as follows:

- By providing written notice to the Municipality at least 2 weeks before the next preauthorized withdrawal will occur.
- If I cancel my authorization, all my unpaid taxes become due immediately, and are subject to penalties in accordance with penalty bylaws.
- Cancelling my authorization does not cancel any other contract between me and the Municipality.





Tax Instalment Payment Plan – Application

Mail to: The Regional Municipality of Wood Buffalo, Assessment and Taxation Office, 3rd Floor - 9909 Franklin Avenue, Fort McMurray, AB. T9H 2K4

Tax Instalment Payment Plan Authorization

I have read and understood the enclosed Terms and Conditions.

I authorize the Municipality to:

1. Accept the signatures below as those required to access my chequing account.
2. Withdraw taxation payments from my chequing account on the first banking day of each month until my taxes are paid in full each year.

The personal information on form page is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information will be used to enroll you in the TIPP program. If you have any questions about this collection and use of your personal information please contact the Manager, Tax and Licensing, 3rd Floor Jubilee Centre, 9909 Franklin Ave. T9H 2K4, or call (780) 743-7820

Tax Instalment Payment Plan

Your tax roll account number is located in the top portion of your bill. If you wish to have more than one account on the program, please call 780-743-7820 for more information.

OFFICE USE ONLY

Start Date:

MM/DD/YYYY

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| Roll# | | | | | | | | | | | | | | | | | | | | Tax Account # | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Property Address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mailing Address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Town or City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phone: (res) | | | | | | | | | | | (bus) | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Office Use Only
Monthly Payment

Dated: _

Authorized Signatures: _
