



Please fill in form, print and sign application before returning to Foothills County.  
Email completed application to [taxes@foothillscountyab.ca](mailto:taxes@foothillscountyab.ca) or mail or deliver to Foothills County administration office.

# **Tax Installment Payment Plan Application (TIPP)**

## **Foothills County**

309 Macleod Trail, Box 5605, High River, AB T1V 1M7. Tel: 403-652-2341 Fax: 403-652-7880

Name(s)

### Telephone

Email


Mailing Address

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Roll Number(s)

## Legal Land Description

### Civic Address (911 address)

( )	( )	( )	( )

**MONTHLY PAYMENTS** Please use the most recent tax levy, unless property has changed due to construction, subdivision, etc.

### Total Annual Tax

Divided by

= Total Monthly Payment

**When the application is received after the start of the year, a lump sum payment, equal to the monthly payment amounts that would have been paid between January 1 and the actual start date, is required.**

**Banking Information** - Please attach a void cheque in the space below, ensuring the numbers on the bottom of the cheque are visible, or, a pre-authorized debit form.

I/We hereby authorize Foothills County to withdraw monthly payments from my/our financial institution as indicated by the attached VOID cheque/pre-authorized debit form.

I/We want the payments to be withdrawn on (please check preference):

- 1<sup>st</sup> day of each month
- 15<sup>th</sup> day of each month

Payment to begin: \_\_\_\_\_, \_\_\_\_\_  
Month Year

Applicant Signature

Date

Applicant Signature

Date

The personal information collected on this form is being collected under the authority of the Municipal Government Act and will be used for the purpose of administering Municipal assessment and tax systems. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act.



# Tax Installment Payment Plan Application (TIPP)

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## TAX INSTALMENT PAYMENT PLAN TERMS AND CONDITIONS

Pursuant to Section 340(1) of the Municipal Government Act and Foothills County Bylaw 89/2017

Monthly tax instalment payments shall be calculated by dividing the taxpayer's most recent annual levy of real property taxes, local improvements and frontage charges by 12. The annual tax notice shall report any difference between the actual amount of taxes levied and the amount paid under this plan. The difference shall be paid or refunded in a lump sum or by adjustments to the monthly instalment as agreed to by both parties. All taxes must be paid by December 31<sup>st</sup>.

If the application is received before December 31<sup>st</sup> prior to the year of commencement, the taxpayer will enter into a pre-authorized debit payment agreement whereby payments are automatically drawn from a bank or financial institution account and the taxpayer has authorized automatic withdrawals equal to the monthly instalment payment amount. Payments will be transferred from the taxpayer's account on the 1<sup>st</sup> or the 15<sup>th</sup> of each month commencing January 1<sup>st</sup>.

If the application is received after the commencement of the calendar year, the taxpayer shall make a lump sum payment equal to the monthly instalment amounts that would have been paid between January 1<sup>st</sup> and the application date, and shall enter into the monthly payment plan for the remainder of the year.

Council will allow a discount of five percent (5%) of the total current taxes for enrolment or continued participation in the Tax Instalment Payment Plan (TIPP) on or before January 31<sup>st</sup> of each calendar year.

In the event that the property is sold or titles transferred, it is the responsibility of the participant to inform the Municipality, in writing, at least two weeks in advance of the next payment.

Tax instalment payments are non-refundable and are not transferable to other property tax accounts.

The agreement will be void as a result of any of the following circumstances:

- i) If the taxpayer withdraws from the tax instalment plan.
- ii) If the taxpayer places a stop payment on a payment or if a payment is dishonoured by the financial institution.

In the event that the agreement becomes void all unpaid taxes become due and payable, and are subject to penalty in accordance with the Tax Penalty Bylaw.

This Agreement is automatically renewed on January 1st of each year.