

Tax Installment Payment Plan (TIPP) Enrollment Form

Town of Irricana
PO Box 100
222 – 2 Street
Irricana, AB T0M 1B0

Phone: 403-935-4672
Fax: 403-935-4270
Email: Irricana@Irricana.com
Web: www.irricana.com

Tax Roll Information: (PLEASE PRINT)

Tax Roll Number:

Property Address:

Town/City:

Postal Code:

Payor Information

Payor's Name:

Mailing Address:

Town/City:

Postal Code:

Phone:

Email:

Payor's Financial Institution (PLEASE PRINT)

Name of Financial Institution:

Account Number:

Financial Institution Number:

Transit Number:

Pre Authorized Debit (PAD):

These services are for: Personal Business

Cancellation Agreement

You, the Payor, may revoke your authorization at any time (as outlined in the Town of Irricana's Municipal Tax Installment Payment Plan Bylaw #007:2024)

Recourse Statement

You have certain recourse rights if any debit does not comply with this agreement. You have the right to receive reimbursement for any debit that is not authorized or is not consistent with the PAD agreement. To obtain more information on my recourse rights, you may contact my Financial Institution or visit www.payments.ca

Amount and Timing: (OFFICE USE ONLY)

You, the Payor, authorize the **Town of Irricana** to debit the Bank Account identified above for \$ _____ on the 1st day of every month, or next business day, beginning _____, 2025. You, the Payor confirm that you have the authority under the Terms of your Account Agreement to authorize this debit.

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Payee Contact Information:

Town of Irricana
Attention: Property Tax Department
Box 100, 222 – 2 Street
Irricana AB TOM 1B0

I/We the Applicant(s):

- Authorize the Town of Irricana to access my account for the monthly tax installment payment payable to the Town of Irricana on the 1st day of each month as payment in part of the taxes for the above-named property.
- Those who wish to be included in the TIPP Program may apply to the Town of Irricana for inclusion provided that, as of the date of application, the following can be met:
 - a) Taxpayer does not owe taxes from any previous year pertaining to the property which is the subject of the application.
 - b) Taxpayer does not currently pay taxes through a mortgage company (P.I.T.: Principle, Interest, Taxes).
- Acknowledge that under the TIPP Program, we shall not be subject to the provisions of the Town's most recent property tax bylaw relating to the due date for the payment of taxes, nor to the Town's most recent penalties for unpaid taxes bylaw on taxes remaining unpaid.
- Agree that the TIPP installments for the current year's Taxes will be collected from January to December of the current year, with the tax account balance to be paid in full by the December installment.
- Agree that the most recent annual tax levy is divided by 12 to establish a monthly payment amount. When there are less than 12 months left in the year at sign-up, the payment amount is based on the total tax levy remaining for the year, divided by the number of months left in the year.
- Agree all monthly installment payments are due on the first day of each month and shall be paid by automatic bank withdrawal from a savings or chequing account at a bank designated by the taxpayer.
- Acknowledge payments are adjusted twice per year to ensure the taxes are paid in full by the end of the year in which taxes are levied.
- Acknowledge that the annual Tax Notice, usually issued in May each year, 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.
- Acknowledge that if for any reason the taxpayer needs to change or cancel the TIPP, the taxpayer must send written notice to the Town of Irricana a minimum of ten (10) working days prior to the next installment payment.
- Acknowledge that the Town of Irricana may remove a taxpayer from the TIPP program in the event the taxpayer fails to make payment of each tax installment on the due date as required for each installment. If two consecutive payments are missed, the Town of Irricana shall cancel the Agreement upon default and all unpaid taxes become due and payable and are subject to penalties in accordance with the Town's most recent Taxation Bylaw.
- Agree that if any taxpayer payments are not honored by their bank, the Town of Irricana shall charge a service charge as noted in the Town's most recent Master Rates Bylaw.
- Acknowledge that in the event a taxpayer requests removal from the TIPP program, or is removed by the Town of Irricana, all taxes due and owing shall then become due and owing on the due date for the payment of taxes as specified in the Town's annual Property Tax Bylaw and the provisions of the Town's penalties on unpaid taxes bylaw apply to all unpaid taxes due and owing to the Town of Irricana after the due date.

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AUTHORIZATION

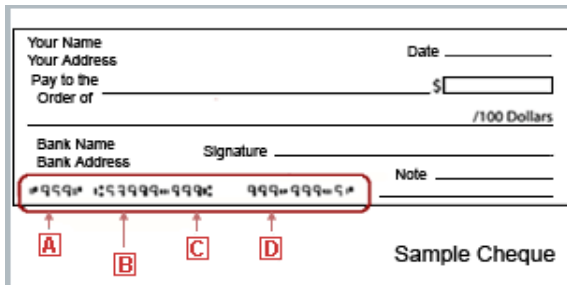
Account Holder Name: _____ Authorized Signature: _____	Date Signed (MM/DD/YYYY)
**Account Holder Name: _____ **Authorized Signature: _____	Date Signed (MM/DD/YYYY)

** For Joint Accounts where more than one signature is required on cheques, both are required.
TERMS AND CONDITIONS: See **Municipal Tax Installment Payment Plan** Bylaw 007:2024

TIPP CALCULATION

Current Levy \$ _____ divided by _____ months = Amount of Monthly Installment Payment \$ _____.
Beginning the 1st Day of _____, 2025

Please attach a VOID cheque or complete the banking information above:



Your Name _____ Date _____
Your Address _____
Pay to the Order of _____ \$ _____
/100 Dollars

Bank Name _____ Signature _____
Bank Address _____ Note _____

9999 123 4444 555 66 999 999 99 5

A B C D

Sample Cheque

- A. Cheque Number (**Not** required)
- B. Transit/Branch Number (5 Digits)
- C. Bank Number (3 Digits)
- D. Account Number – Please include any spaces that appear.

Please submit completed form and VOID Cheque to Town of Irricana
Mail: Box 100, Irricana AB T0M 1B0 OR dropped off to: 222 – 2 Street, Irricana AB T0M 1B0

This Tax Installment Payment Plan Agreement may be amended by the Town of Irricana from time to time.

It is an offence to falsify information on this application.

This personal information is being collected under the authority of the Freedom of Information and Protection of Privacy Act and will be used for the administration of contracts and agreements. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about this collection, please contact the FOIP Coordinator at 222, 2nd Street, Irricana, AB T0M 1B0 (403) 935-4672.