



Town of
Bon Accord
building for tomorrow

TAX ROLL # _____

**TAX INSTALLMENT PAYMENT
PLAN APPLICATION**

Name(s) _____

Mailing Address _____ Date _____

Street Address _____ Phone Number _____

Please send completed form to info@bonaccord.ca. Terms and Conditions (please review and check each box):

- I agree to participate in the Tax Installment Payment Plan (TIPP), in accordance with the Town of Bon Accord TIPP bylaw, as amended and repealed, which I have read and understood in its entirety.
- I certify that I meet the eligibility requirements.
- I authorize the Town of Bon Accord to draw a debit in paper, electronic or other form for the purpose of making payment for taxes, on my account at the financial Institution indicated below, and I authorize the financial Institution to honor and pay such debits.
- I understand payments are to be made on the 15th of each month.
- I understand that any payments returned due to insufficient funds will incur an NSF fee, which will be added to the applicable tax roll.
- I understand that I may revoke authorization at any time by remitting written notice to the Town of Bon Accord, which must be received at least ten (10) days prior to the next payment installment date.
- I understand that the Town of Bon Accord, in its sole discretion, and/or in accordance with the TIPP bylaw, may terminate this agreement at any time.

X _____ **X** _____
Property Owner Property Owner

The information collected on this form is authorized under Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). It will be used to process and activate pre-authorized monthly charges of annual property taxes, including any local improvement levies payable to the Town of Bon Accord. If you have any questions about the collection and use of the information, contact the Town of Bon Accord at 5025 - 50th Avenue, Bon Accord, AB, T0A 0K0 or by calling (780) 921-3550.

OFFICE USE ONLY

Verified By: _____

Account #

Start Date: _____

Transit #

Date Approved: _____

Bank #



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PROPERTY TAX MONTHLY PAYMENT PLAN
PRE-AUTHORIZED DEBIT APPLICATION

CUSTOMER INFORMATION		
Account Holder/s	Address	Telephone #
BANK ACCOUNT INFORMATION		
Financial Institution	Address	Telephone #
Account #	Transit #	Institution #
Please attach a sample cheque marked "VOID" or attach Authorization Form from bank.		
TERMS & CONDITIONS		
<ol style="list-style-type: none"> 1. I/We agree to participate in the Pre-Authorized Tax Installment Payment Plan (TIPP) and authorize the Town of Bon Accord to debit the Financial Institution indicated above, on the 15th of each month (or the next business day), for the purpose of making payment for taxes, and I/we authorize the Financial Institution to honor and pay such debits. 2. I/We understand this authorization is subject to change annually to reflect the current annual Property Tax Notice issued by the Town of Bon Accord. 3. I/We understand that in order to cancel from TIPP, written notice must be provided at least 10 business days before the next Installment date. All unpaid taxes (if any) will then become due and payable and will be subject to penalties as provided in the current Taxation Bylaw. 4. I/We understand that if an installment fails to be honored a service charge (according to the Fees for Service Delivery Policy) will be added to the tax account. Failure to remit the dishonored payment and the service charge, before the next installment is due, will result in termination of TIPP. All unpaid taxes (if any) will then become due and payable and will be subject to penalties as provided in the current Taxation Bylaw. TIPP will be terminated if three (3) payments, in the tax year, fail to be honoured. 5. I/We warrant and guarantee that all persons whose signatures are required to sign on this account have signed this agreement below. 		
AUTHORIZATION		
Account Holder (print name)	Account Holder Signature	Date
Account Holder (print name)	Account Holder Signature	Date
<i>The information on this form is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act (FOIP and is used solely for purposes relating to the Town of Bon Accord. If you have any questions related to the collection and use of the information, contact the Town of Bon Accord at 780-921-3550.</i>		
FOR OFFICE USE ONLY		
Previous Years Tax Levy	Monthly Installment Payment	Program Start Date
Tax Roll #	Verified By	Date