

### OWNER INFORMATION

Name(s) \_\_\_\_\_

Street Address \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Roll Number \_\_\_\_\_

### BANK INFORMATION

**Please complete the section below AND attach a void cheque or bank authorization form.**

Account Holder(s) \_\_\_\_\_

Financial Institution \_\_\_\_\_

   
         

*Institution                      Transit                      Account #*

Account Holder Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

### PAYMENT SCHEDULE AND CALCULATION

*You can complete this section on your own or the Town of Bon Accord staff in the office can fill it in on your behalf.*

First five (5) Payments: **Jan - May** →  / 12 = \$  per month  
*Previous year's tax levy                      Payment*

Next six (6) Payments: **June - Nov** →  / 7 = \$  TBD per month  
*Current year property tax levy  
+ Any amounts added to tax roll  
- Jan through May payments*

**December** → The final payment of the year will account for penny rounding and may be a few pennies more or less than your June - November payment amount to ensure you reach a zero dollar balance before the new year.

**\*\*\*All payments for the year will be stated on your annual property tax notice. \*\*\***

### PAYMENT START DATE

*Please indicate your start date below.*

**The program start date for new applicants is January and payments are always withdrawn on the 15th.**

☐ Standard Start Date of **JANUARY 15**. The application will be submitted prior to the deadline of January 8.

☐ I/We require a late start date and understand that I/we must consult with Town staff to determine how all missed payments will be addressed before I can proceed with the program.

State which MONTH withdrawals are to start:  (15th of the month)

Bon Accord Representative: Late Start Approval (initial)

## TERMS

*Please read and check off every box below, indicating your agreement.*

- ☐ 1 I/We have attached a void cheque or bank authorization form and understand that this application will not be accepted without this documentation.
- ☐ 2 I/We 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in the Tax Installment Payment Plan (TIPP) in accordance with the Town of Bon Accord TIPP bylaw, as amended and repealed, which I have read and understood in its entirety.
- ☐ 3 I/We certify that I/we meet the eligibility requirements stated in the TIPP bylaw.
- ☐ 4 I/We understand that payments are to be withdrawn on the 15th of each month.
- ☐ 5 I/We understand that if a payment fails to be honoured, a service charge (according to the Fees for Service Delivery Bylaw, Corporate Services Fees) approved by Resolution #23-176, will be added to my/our property tax account, and any applicable penalties will be charged.
- ☐ 6 I/We understand that if a payment fails to be honoured prior to the next installment date, it may result in the account being removed from the program.
- ☐ 7 I/We understand that payments made in addition to the pre-authorized withdrawals will not effect the withdrawal amount and adjustments will not be made based when these payments are made.
- ☐ 8 I/We understand that this authorization is subject to change to reflect the current annual Property Tax Notice issued by the Town of Bon Accord.
- ☐ 9 I/We authorize the Town of Bon Accord to debit the Financial Institution indicated above, for the purpose of making monthly payments on my/our Property Tax Account, and I/we authorize the Financial Institution to honor and pay such debits.
- ☐ 10 I/We understand that, in order to cancel this pre-authorized debit, written notice must be provided at least ten business days before the next payment date.
- ☐ 11 I/We 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.
- ☐ 12 I/We warrant and guarantee that all persons whose signatures are required to sign on this account have signed the agreement below.

## AUTHORIZATION

X	X
<hr/> Property Owner Signature	<hr/> Property Owner Signature
<hr/> Date	<hr/> Date

*The information collected on this form is authorized under Section 4(c) of the Protection of Privacy Act (POPA). 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 50 Avenue, Bon Accord, AB T0A 0K0 or by calling (780) 921-3550.*

### Office Use Only

Verified By:

Approval: