

**THE CITY OF RED DEER TAX INSTALMENT PLAN (TIP)
TERMS AND CONDITIONS CONTRACT**

Based on The City of Red Deer Tax Instalment Plan (TIP) Bylaw, the TIP program allows for the payment of property taxes in equalized monthly payments throughout a calendar year.

To be eligible for the TIP program, your current year property tax account must be paid in full, including any supplementary taxes and tax arrears.

This TIP program application will only be processed if received by the City by June 15 for current year taxes and November 15 for supplementary taxes.

TIP applications are NOT transferrable from one property to another, a new TIP application form must be completed for each property.

1. You authorize the City and its financial institution to continually debit the stated bank account on the last day of each month to make payments on your property tax account.
2. You acknowledge that when current year taxes are unknown the debited instalments will be estimated based on the prior year's taxes until current year tax information is available for recalculation.
3. Any remaining outstanding balance on your property tax account will be debited on December 31.
4. If the payments will be debited from a bank account you do not own, the owner of the bank account (the "Payor") must complete the attached PAW Agreement to authorize the debits.
5. Your tax account must be at a NIL balance at year end for you to automatically participate in the TIP program in the following year. Any credit balance on the tax account remaining at the end of the calendar year will be applied to the following year's payments.
6. This plan will remain in effect until cancelled. You are responsible to advise the City, in writing, by the 15th of the month of any changes required in that month (e.g. Payor information, bank account changes, cancellation of the plan, etc.). If there is a change in ownership of the property, you are responsible to notify the City in writing to cancel the program. **Payments will NOT be refunded if there is a change in ownership of the property.** Change and cancellation forms can be found at www.reddeer.ca/tip.
7. Any payments that are dishonored by your bank/the Payor's bank will incur a fee, which will be added to your tax account.
8. The City has the right to cancel your participation in the TIP program without notice if your plan is no longer in good standing. Unpaid taxes as of the date of termination of the TIP program will be immediately due and payable and may be subject to service charges and late payment penalties as outlined in the Tax Penalty Bylaw.
9. Monthly payment instalments will be recalculated periodically. You will be notified of recalculated monthly instalments that increase more than 10% or \$25.00 (whichever is higher).
10. Any correspondence sent by the City will be directed to the registered owner(s) of the property only.
11. By submitting this application to the City you are agreeing to be bound by the TIP Bylaw and the terms and conditions of this agreement.
12. You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca.

PRIVACY NOTIFICATION

The personal information on this form is collected under the authority of the Municipal Government Act and is protected under the provisions of the Freedom of Information & Protection of Privacy (FOIP) Act. The information collected will be used to administer the Revenue & Assessment Services Pre-Authorized Withdrawal Tax Instalment Plan (TIP). If you have any questions about the collection, use and protection of this information, please contact Revenue & Assessment Services - Taxation, 4914 - 48 Ave, Fourth Floor, City Hall, 403-342-8126.