Tax Installment Payment Plan – Application
Mail to: County of Two Hills No. 21
Box 490
Two Hills, AB T0B 4K0 780-657-3358

Tax Installment Payment Plan Authorization

I/We authorize the County of Two Hills No. 21 to debit my account listed below for deductions to begin the first business day of each month and recurring each month for the payment of my property taxes.

My most recent annual tax levy is divided by 12 to establish a monthly payment amount. Payments will be adjusted on August 1st to compensate for any changes in taxes resulting from a tax levy change. Payments begin November 1 of the new tax year and continue for 12 consecutive months. You can join this program if you have no outstanding balance owing. All customers on this plan will receive a letter in October stating the amounts of monthly payments based on the most recent tax levy.

I/we authorize County of Two Hills No. 21 to adjust my/our monthly payment on August 1st to compensate for any tax levy changes. Payments begin November 1 of each year for 12 consecutive months.

The start date for this agreement may be any day of the year. The monthly payment will be calculated as if your payments had started October 1. If any payments are missed the County of Two Hills may cancel this agreement.

I/we understand that any amounts owing to the County of Two Hills No. 21 must be cleared up prior to joining this monthly payment plan.

This agreement automatically continues from year to year. Either party can cancel this authorization agreement at any time in writing. This agreement will remain in effect until County of Two Hills has received written notification at least two weeks prior to the next withdrawal. The land owner must notify the County of Two Hills No. 21 following the sale of the property.

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD (pre-authorized debit) that is not authorized or is not consistent with this PAD agreement. To obtain a form for Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.cdnpay.ca.

Roll #		
Type of Service:	Personal _____	Business:_____
Name		
Legal Address		
Mailing Address		
Phone (residence)		
Phone (business)		

Dated: _____

Authorized Signatures: _____

_____

The personal information on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information will be used for billing purposes. If you have any questions regarding the collection or use of this information contact Sally Dary, Box 490, Two Hills, AB, T0B 4K0 or call 780-657-3358.

OFFICE USE ONLY:
Start Date:

Monthly Payment
_____

Tax Installment Payment Plan (T.I.P.P.) Agreement

What is the tax installment payment plan?

The tax installment payment plan provides you the convenience of paying your property taxes in 12 monthly payments (November to October) instead of one annual payment. There are no fees from the County of Two Hills for this service.

Advantages of TIPP

This allows the property tax payment to be spread over twelve months making the small amounts easier to budget for rather than one lump sum.

How does TIPP work?

Your most recent annual tax levy is divided by 12 to establish a monthly payment amount. Payments will be adjusted in August to compensate for any changes in taxes resulting from a tax levy change. When you receive your tax notice in July your future installments will be adjusted to reflect any changes in tax levy, ensuring your account is paid in full by October 31. Payments begin November 1 of the new tax year and continue for 12 consecutive months; last payment being October 1. You can join this program if you have no outstanding balance owing. All customers on this plan will receive a letter in October stating the amounts of monthly payments.

Payments can only be made by automatic withdrawal from an account at a financial institution. All debits will be processed on the first banking day of each month. You must fill out an application prior to starting the program.

Withdrawal from TIPP/Missed Payments

You may withdraw from the plan by giving two weeks written notice prior to the next withdrawal date. County of Two Hills may cancel this agreement if there are insufficient funds in your bank account to cover the monthly installment amount. County of Two Hills will notify you in writing of this and all unpaid taxes will be subject to penalty in accordance with Policy ADM-TAX 2.

Change of Account Information

If you change your bank account information you must advise our office in writing at least two weeks before the next payment withdrawal date.

What Happens If I Sell My Property During The Year?

If you are on the TIPP program and happen to sell your property during the year it is your responsibility to give us two weeks written notice before that withdrawal date to withdraw from the plan. You are responsible for your portion of your property taxes during your time of ownership.

How Do I Apply?

Complete and sign the application and send it along with a sample cheque marked "VOID" or direct debit form from your financial institution and mail to:
County of Two Hills No. 21
Box 490
Two Hills, AB
T0B 4K0

If you have more than one property you must complete an application for each location. We only require one void cheque if you are using the same account to make payments for all properties.