



Tax Instalment Payment Plan (TIPP) Authorization Form

Submit completed applications to: **Municipal District of Fairview No. 136**
10957 – 91 Avenue, PO Box 189
Fairview, Alberta
T0H 1L0
E-mail: taxes@mdfairview.ab.ca
Attention: Department of Corporate Services and Finance

For further information, or for assistance completing an Application, please contact the Director of Corporate Services and Finance by telephone at: 780-835-4903.

Applicant Information

Tax Roll #:	
First Name:	Last Name:
Business Name (if applicable):	
Mailing Address:	
Legal Land Description:	
Phone Numbers:	E-mail:

Banking Information (Use the sample cheque to the right to help you fill in the fields below or attach a VOID cheque.)

1. Branch/Transit number:
2. Financial Institution number:
3. Bank Account number:

NAME: _____ DATE: _____ 004
ADDRESS: _____
CITY/PROVINCE/POSTAL CODE: _____
PAY TO THE ORDER OF: **SAMPLE CHEQUE** \$100 DOLLARS
MB MUNICIPAL BANK 123 MONEY RD FAIRVIEW, AB T0H 1L0
MEMO: _____
⑈004⑈ 12345 555 12341234567⑈
1 2 3

Payment Information (For Office Use Only)

Previous Year Tax Amount: \$ _____ / _____ payments = Monthly Payment	
Monthly Payment Amount: \$	Payment Start Date:
Payment withdrawal Date: 16 th of the month (or following business day if it falls on a weekend/holiday)	
Date Received:	Received by (Initials):

Acknowledgment and Agreement

1. Eligibility

_____ I acknowledge that all current and previous property taxes, including penalties and arrears, are paid in full.

_____ I acknowledge that enrollment may be declined or cancelled if my/our account is not in good standing, and that the Municipality has sole and unfettered discretion to determine whether my account is in good standing.

2. Payment Terms

_____ I acknowledge that the monthly instalment payments shall be due on the 16th day of each month and shall be paid by pre-authorized automatic funds withdrawal from an account at a financial institution as designated by me. If the 16th is on a weekend or statutory holiday, the respective monthly instalment payment will be withdrawn on the next business day.

_____ I acknowledge that the monthly instalment amount shall be determined on the basis of an estimate using the previous year's total tax levy up to the date on which taxes are levied for the current year. Following the date on which taxes are levied for the current year, the remaining monthly instalments will be recalculated in July to ensure the Taxes are paid in full by December 31. Property tax notice mailed in June will show the new monthly instalment withdrawal amount. The recalculated amount shall commence on July 16; or the next business day if the 16th is on a weekend or statutory holiday.

3. Automatic Renewal & Updates

_____ I acknowledge that the withdrawal from the TIPP requires providing no less than fourteen (14) calendar days in advance of the next instalment payment date, in writing. No monies paid pursuant to the TIPP will be returned, refunded or transferred to another account held with the Municipality. The monies will remain on the respective tax roll and be deemed as a prepayment of taxes.

_____ I agree to notify the Municipality of any changes, including bank information or sale of the property, at least fourteen (14) calendar days in advance of the next instalment payment date, in writing.

4. NSF & Cancellation

_____ I acknowledge that a non-sufficient funds charge, in an amount determined by the Fees and Rates Bylaw, will be levied on all defaulted payments and added to the affected Tax Roll(s).

_____ I acknowledge if two payments are returned, the Municipality may cancel enrollment without further notice, and the balance will become due and subject to penalty under the current Tax Penalty Bylaw.

_____ I acknowledge that any transfer of outstanding amounts to a Tax Roll to which TIPP applies, in accordance with Section 553 of the *Municipal Government Act*, will automatically cancel enrolment and the Taxpayer will be removed immediately from TIPP.

5. Responsibility of the Taxpayer

_____ I acknowledge that it is my responsibility for providing accurate and up-to-date banking information. The Municipality is not liable for any errors, missed payments, or penalties resulting from incorrect or outdated information supplied. It is my responsibility to notify the Municipality of any changes or discrepancies to ensure that instalment payments are processed as authorized.

6. Non-Transferable & No Refunds

_____ I acknowledge that payments made under TIPP are non-transferable and non-refundable, and any overpayment will remain as a credit on the tax account.

7. Property Sale

_____ I agree to notify the Municipality in writing upon selling or transferring the property. Failure to do so may result in continued withdrawals that will not be refunded.

8. Bylaw Compliance

_____ I have reviewed and agree to abide by all terms outlined in **Bylaw No. 1014/TAX/2024** and any other applicable bylaws including those governing penalties and fees.

Signature

By signing below, I confirm that I have read, understood, and agree to the terms and conditions of the Tax Installment Payment Plan (TIPP), as authorized under Municipal District of Fairview No.136 **Bylaw No. 1014/TAX/2024**.

Signature:

Date: