

WHAT IS TIPPS?

TIPPS is a Tax Installment Payment Plan Service that allows taxpayers to make equalized monthly payments for taxes as opposed to paying one lump sum payment in June. Payments are withdrawn on the 1st of each month. You do not have to reapply each year as the program is renewed automatically.

WHY USE TIPPS?

With TIPPS the annual payment is conveniently split into 12 more affordable payments, with no additional charges.

HOW DO I APPLY?

Before you apply, please confirm:

- You have a bank account with chequing privileges.
- Your tax account is current and NOT in arrears.
- You have a blank cheque marked VOID or a direct deposit form from your bank.

Return the signed application and banking information in person at City Hall or by:

- Regular mail, attention to the Tax Department
- Fax to (306) 953-4347
- Email at taxation@citypa.com
- Drop off in the 24 hours deposit box at the west entrance of City Hall

Applications available at City Hall or online at:
www.citypa.ca/Residents/Taxes/Payment-Options

CONTACT

**Financial Services Department
Taxation Division**
City of Prince Albert
1084 Central Avenue

P: 306-953-4320

OFFICE HOURS
8:00 a.m. — 4:45 p.m.
Monday to Friday

www.citypa.ca/Residents/Taxes/Payment-Options



This brochure has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the Financial Services Department for assistance, as the City of Prince Albert accepts no responsibility to persons relying solely on this information.

T.I.P.P.S

Tax Installment Payment Plan Service

Financial Services Department
Taxation Division
1084 Central Avenue
Prince Albert, SK
S6V 7P3
P: (306) 953-4320

www.citypa.ca



HOW DOES TIPPS WORK?

Your monthly installment is calculated by dividing your most recent annual tax levy by 12 to determine the monthly amount.

When you receive your annual tax bill in May your installments will be adjusted to reflect the actual tax levy. This ensures your account will be paid in full by year end.

Prepayment discounts and surcharges do not apply to those participating in the TIPPS program.

WHEN CAN I APPLY FOR TIPPS?

To sign up for the CURRENT tax year applications must be received by April 10th of the current year.

To sign up for the FOLLOWING tax year applications must be received by December 10th of the current year.

Please note that special arrangements can be made for new owners up to April 10th of the current year. Contact the tax department for more details.

HOW DO PROPERTY TAX ADJUSTMENTS AFFECT MY TIPPS PAYMENT?

A supplementary tax bill is issued when a building or residence is completed in the current tax year and the assessed value was not included in the annual tax bill issued in May.

Supplementary bills may be paid through TIPPS installments, and a letter is sent with the bill advising of your new withdrawal amount. If you do not want to increase your payments, you may choose to pay the sum yourself but you MUST notify the tax department. Otherwise your last payment in December will be increased to whatever the balance on your account is in order to bring it to a zero balance by year end.

MORTGAGE HOLDER INFORMATION

If your mortgage company currently pays your taxes, but you would like to start paying them through our TIPPS program you must do the following steps:

1. Contact your mortgage company and have your tax account terminated in their system and stop the collection of your taxes.
2. Inform the Taxation Department of this change and proceed with the TIPPS application.

Sometimes the mortgage company pre-pays taxes on the client's behalf so it is important to communicate with the mortgage company AND the Tax Department if you are wanting to pay the taxes yourself.

HOW DO YOU CALCULATE MY TIPPS AMOUNT?

EXAMPLE: TIPPS payment calculation:

Estimated Tax Levy in December:	\$1,200.00
January to June payments : (\$1,200.00 / 12 months)	\$ 100.00
Current Year's Tax Levy:	\$1,298.50
Less payments made (Jan—June):	<u>\$ - 600.00</u>
Remaining Balance Owning:	\$ 698.50
Remaining TIPPS Payments: (\$698.50 / 6 months (July—Dec)	\$ 116.42

BANK CHANGES, RETURNS AND CANCELLATIONS

WHAT IF MY PAYMENT IS REJECTED?

If a payment is returned for insufficient funds, closed account, frozen funds, etc. the customer will be charged a returned item charge. If they have more than one property, they will be charged the returned item charge and a subsequent lesser charge for each additional property. Payments must be repaid within two weeks in order to remain on the program.

If any payments are missed, the City of Prince Albert has the option to cancel the agreement and request payment of the total outstanding taxes.

HOW DO I WITHDRAW FROM THE PLAN?

All withdraw requests must be received at least TWO (2) WEEKS prior to the next payment date. You may withdraw for any reason, including the sale of your property, by filling out the prescribed change form, available on the City website or at City Hall, or providing a letter stating your name, property address, daytime phone number, effective change date and the reason for cancellation.

If you withdraw from the plan, or your plan is cancelled, **all unpaid taxes become due and payable and are subject to penalties** in accordance with The Discount and Penalties Bylaw.

WHAT IF I CHANGE BANK ACCOUNTS?

Please inform the Taxation Division at least two weeks prior to the next payment date. You will be required to fill out the prescribed change form and provide another VOID cheque or direct deposit form.