



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Tax Installment Payment Plan Information

TAX INSTALLMENT PAYMENT PLAN

The Tax Installment Payment Plan (TIPP) enables Greenview taxpayers to pay property tax in monthly installments ensuring the account is paid in full after the December installment with no worries of deadlines or late penalties. Installments are automatically withdrawn from the taxpayer's bank account on the last business day of the month, making budgeting easier.

HOW DOES TIPP WORK?

- The application form must be completed, signed and submitted to a Greenview Administration Office accompanied by the appropriate banking information, no later than the 20th of the month in which the taxpayer wishes to enroll.
- Any application received after the enrollment deadline shall take effect the following month.
- January through May's installments are an estimated amount based on the previous year's tax levy.
- When the annual tax notice is mailed out, the notice shows the current year's taxes less any installments made. It will also show any change in the installment amount based on the balance and months remaining.

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- If you sell your property, you must notify Greenview, in writing, at least two (2) weeks prior to the next withdrawal date to arrange for the cancellation of the plan.
- If you change your bank account, you must notify Greenview in writing at least two (2) weeks prior to the next withdrawal date to provide the new bank account information. Failure to notify us will result in a fee to have the installment returned.
- Greenview will cancel participation in TIPP if an installment is returned for non-sufficient funds.
- Any installments returned by the bank for any reason are subject to a service charge. The charges shall be added to the taxes owing for each affected tax roll.
- Any transfer of outstanding amounts to the applicable tax roll, in accordance with Section 553 of the Municipal Government Act, will automatically disqualify participation in the Tax

Installment Payment Plan, and will be removed immediately.

- If you withdraw or your plan is cancelled, all unpaid taxes become due and payable and are subject to penalties in accordance with the penalty bylaw.
- Notice of removal from TIPP may be sent to the taxpayer, by ordinary mail, to the taxpayer's last known mailing address as listed on the tax roll.
- If participation in TIPP is cancelled by Greenview, the taxpayer shall not be eligible to participate until the following tax year and must submit a new application form.
- No monies paid into the plan will be returned, refunded or transferred to a Greenview utility account. The monies will remain on the tax roll.
- Enrollment is automatically renewed each year and does not require a new application.

FAQ's

Can I pick the day my payment comes out of my bank account?

No. TIPP installments are withdrawn on the last business day of each month.

Can my monthly TIPP payment be withdrawn from any type of account?

TIPP installments are withdrawn by direct debit from your account. Line-of-credit or credit card accounts may not be used.

What names do we record for TIPP Participant(s) on TIPP agreement?

TIPP participants are the names of ALL those who are registered as taxpayers on a property. At least one of TIPP participants must be the bank account holder.

If a company is enrolling, TIPP participant recorded should be the name of the company AND the name of the signing officer(s) for the company's bank account.

Who needs to sign the agreement?

TIPP Agreement should be signed by ALL TIPP participants who are entering into the agreement. At least one of TIPP participants must be the bank account holder.

If the monthly installment comes from a company bank account, the signing officer(s) for the bank account will sign the agreement on behalf of the company.

NOTE: the signature must be your actual signature, not a digital or typed version of your signature

Do I have to be the property owner to join TIPP?

The name on the tax roll must match the bank account information from where payments are being made.

Do I need to sign up each year?

No. The plan continues until cancelled by you or Greenview.

Are there fees charged to join TIPP?

No fees or penalties apply so long as the terms of the plan are maintained.

For more information, please contact the tax department at:

Phone: 780 524-7600

Email: taxationdepartment@mdgreenview.ab.ca