

# COALHURST

**(Schedule A) TAX INSTALLMENT PAYMENT PLAN FORM** ROLL # \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY / TOWN: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT): \_\_\_\_\_

START MONTH: \_\_\_\_\_ PAYMENT AMOUNT: \_\_\_\_\_

**TERMS AND CONDITIONS**

1. I/We hereby authorize the Town of Coalhurst to debit my/our bank account in the amount of the prior year's taxes. Prorated monthly installments to be drawn on the 15<sup>th</sup> day of each month, and if necessary, an adjustment to pay off the remaining balance for the year on Dec 15<sup>th</sup>.
2. **To be eligible for the Tax Installment Payment Plan (TIPP), you cannot have any taxes owing in arrears.** Payments run from January to December and are not subject to the August/November 1 penalties. January to June payments are the previous year's levy divided by the number of months, then July to December payments are the current year levy plus outstanding balance divided by the remaining number of months. Any credit balances will be used to reduce the monthly tax installment payment for the following year.
3. **A "Void" Cheque or a Pre-Authorized Debit form (PAD) from my/our Financial Institution must be attached** to this Application. Applications, and cheques or PAD forms can be scanned and emailed to [kbullock@coalhurst.ca](mailto:kbullock@coalhurst.ca) or dropped off at the Town Office. No photographs accepted.
4. **This authority is to remain in effect until the Town of Coalhurst has received written notification from me/us of bank account changes or termination**, with the exception of the Town of Coalhurst receiving 3 NSF (non-sufficient funds) payments within a twelve (12) month period, in which case, the Pad agreement will be terminated without written notice. These NSF Payments will be subject to a service charge penalty. Notification must be received thirty (30) days prior to the next TIPP withdrawal. For security reasons, the bank information on inactive accounts is purged periodically. You may be required to update your bank information with us if you decide to reactivate your TIPP account.
5. **In the event of a property sale, it is my/our responsibility to cancel** the program by submitting notification in writing to the Town of Coalhurst. Instalment credits will not be refunded and should be accounted for in the Statement of Adjustments by your lawyer as part of the sales agreement. This agreement is for the property indicated above and is non-transferable to another address.
6. 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 Automatic Withdrawal that is not authorized or is not consistent with this Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The personal information collected on this form will be used for the purpose of administering the Property Tax Installment Payment Plan. It is collected under the authority of The Municipal Government Act, Section 340(2), and is protected under the provision of the Freedom of Information and Protection of Privacy Act.