



# TAX INSTALMENT PAYMENT PLAN (TIPP)

## PRE-AUTHORIZED DEBIT (PAD) APPLICATION FORM

### PAYOR/PAYEE INFORMATION

Account Holder(s) Name(s) and Address(es) (the "Payor")

TAX ROLL NO \_\_\_\_\_

Personal PAD  Business PAD

NAME(S) \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

MAILING ADDRESS (if different) \_\_\_\_\_

CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

Payee Name and Address (the "Payee")

NAME Town of Rocky Mountain House

ADDRESS Box 1509

CITY Rocky Mountain House PROVINCE Alberta POSTAL CODE T4T 1B2

PHONE 403-845-2866 EMAIL propertytaxes@trmh.ca

### PAYMENT DETAILS

Specimen cheque marked "VOID" attached

OR

Account Verification Letter from Financial Institution attached

### Payment Information (To be completed by Town of Rocky Mountain House staff)

Annual Tax Levy Amount \$ \_\_\_\_\_ Year \_\_\_\_\_ Number of payments in current year: \_\_\_\_\_

A fixed monthly PAD payment of \$ \_\_\_\_\_ will be debited on the last business day of each month

starting \_\_\_\_\_ 20\_\_\_\_.

Copy of TIPP Application given to applicant  Yes Applicant initials \_\_\_\_\_

**FOIP Notification:** The personal information you provide on this form is being collected under the authority of the *Freedom of Information and Protection of Privacy Act* and is used solely for purposes relating to the administration of Assessment/Taxation services. Questions about the collection or use of this information can be directed to the Town of Rocky Mountain House FOIP Coordinator at 403-845-2866.



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### AUTHORIZATION

I/We acknowledge this Authorization is provided for the benefit of the “Payee” and “Processing Institution” and is provided in consideration of the Processing Institution agreeing to process Pre-Authorized Debits (PAD) against the Account provided in accordance with the Rules of the Canadian Payments Association.

I/We consent to the disclosure of any personal information that may be contained in this Authorization to the financial institution that holds the account of the Payee to be credited with the PAD to the extent that such disclosure of personal information is directly related to and necessary for the proper application of Rule H1 of the Rules of the Canadian Payments Association.

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 TIPP that is not authorized or is not consistent with this PAD Agreement. To obtain more information on my/our recourse rights, I/we may contact my/our financial institution or visit [www.payments.ca](http://www.payments.ca)

By signing this Authorization, the Payor acknowledges having received and having read a copy of this Agreement, including the terms and conditions, acknowledges understanding the terms and conditions of this Agreement, and agrees to be bound by the terms and conditions of this Agreement.

### TERMS AND CONDITIONS

1. The plan runs from January to December of each tax year and continues year-to-year unless cancelled by written notification. Applicants do not need to enrol each year.
2. Payments are withdrawn from the Applicant’s bank account on the last business day of each month.
3. Any payments withdrawn from the account that are dishonoured by the Applicant’s financial institution by reason of non-sufficient funds (NSF), stop payment, account closure, etc., will entitle the Town to remove the Applicant from the Tax Instalment Payment Plan without prior notice. Tax accounts will also be subject to the Town of Rocky Mountain House NSF Fee. All outstanding amounts become due and payable and subject to penalties.
4. Any amount left owing on the Applicant’s tax account on the last business day of December each year will be automatically withdrawn from the Applicant’s account on that day. If the December payment amount differs by more than \$20 from your regular monthly payment, you will be notified by letter prior to the withdrawal.
5. In the event of a sale of the property or a change in banking information, it is your responsibility to immediately notify the taxation department to arrange cancellation of the plan or to change your banking details.
6. It is the responsibility of the Applicant to monitor payments withdrawn from your bank account and to contact the Town in the event of a discrepancy.
7. Any supplementary taxes levied are not included as part of TIPP. Any supplementary tax amounts outstanding after the due date may result in removing the Applicant from TIPP without prior notice.
8. Once a property owner has been removed from TIPP for any reason, the Town of Rocky Mountain House reserves the right to not reinstate the same property owner on TIPP until the following year.
9. You may revoke your authorization at any time, subject to providing notice before the 10<sup>th</sup> of the effective month. You can do this by contacting the Taxation Clerk at the Town of Rocky Mountain House. You may obtain a sample cancellation form, or further information on your right to cancel a PAD Agreement from your financial institution or by visiting [www.payments.ca](http://www.payments.ca)

I/We warrant and guarantee that the person(s) whose signature(s) are required to sign on the Account have signed the Authorization.

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Payor Signature

Date

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Payor Signature

Date

*Note: If only one signature is required for the Account, then only one Payor need sign. However, if two or more signatures are required, then both or all Payors must sign.*

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