

Woodlands County
#1 Woodlands Lane
Box 60 Whitecourt AB
T7S 1N3

P: 780 778 8400
F: 780 778 8402
E: admin@woodlands.ab.ca

Tax Installment Payment Plan (TIPP) Application Form

(Personal Pre-Authorized Debit Agreement)

APPLICANTS PERSONAL INFORMATION

Tax Roll Number: _____

Applicant Name: _____

Property Address: _____

Mailing Address: Same as above or _____

Payment Type (choose one only): Personal Business

Phone Number: _____
Daytime Evening

APPLICANTS BANKING INFORMATION

Attach cheque marked "VOID" here or attach form
completed by your financial institution

PAYMENT INFORMATION (To be completed by Woodlands County)

Annual Tax Levy: _____ Year \$ _____ Amount

Tax Levy divided by 12 months \$ _____

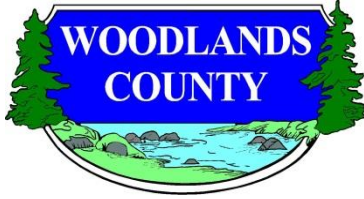
Initial Payment Required: \$ _____ (_____ months)

* Fixed Monthly Payment \$ _____ Payment Start Date: _____

Date Received: _____ Received by (initials): _____

Copy of TIPP Application given to applicant: in person by mail by email

**See section 3 of Terms and Conditions on page 2 of this application form.*



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Terms and Conditions

1. Utility and Tax accounts must be current (taxes must be paid for the months prior to the first withdrawal month) prior to the initiation of the Tax Installment Payment Plan.
2. The plan runs from January to December of each tax year and continues each year unless cancelled by written notification. Applicants do not need to enrol each year.
3. Monthly payment amounts are fixed for the months January through May. June to December payment amounts will automatically be adjusted in accordance with any change in the municipal tax levy as indicated on your property tax bill.
4. Payments are withdrawn from the Applicant's bank account on the 1st of each month.
5. Any payments withdrawn from the account that are dishonoured by the Applicant's financial institution by reason of non-sufficient funds, stop payment, account closure, etc., will entitle the County to remove the Applicant from the Tax Installment Plan without prior notice. Tax accounts will also be subject to the Woodlands County NSF Fee. All outstanding amounts become due and payable and subject to penalties.
6. Any amount left owing on the Applicant's tax account on the 1st day of December each year will be automatically withdrawn from the Applicant's account on that day.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.
7. The Applicant is responsible to advise the Payee, in writing, by the 20th of the previous month, of any changes required in that month (ie. Applicant information, account information, sale of the above noted property, cancellation of plan). In the event that the plan is cancelled, all outstanding amounts become immediately due and payable and subject to penalties.
8. It is the responsibility of the Applicant to monitor payments withdrawn from their bank account and to contact the County in the event of a discrepancy.
10. Once a property owner has been removed from TIPP for any reason, Woodlands County will not reinstate the same property owner on TIPP until the following year.

Authorization

I have read and understand the terms and conditions of the Tax Installment Payment Plan (TIPP) as stated above. I acknowledge that the information provided on this form is complete and correct.

I authorize the Woodlands County and its Financial Institutions to debit the referenced account beginning on the date noted on page 1 of this agreement in the Payment Start Date and on the 1st of each month thereafter until either party cancels this agreement.

I may revoke this authorization at any time by providing the Woodlands County with a TIPP cancellation form. This form can be found at www.woodlands.ab.ca or by contacting our office.

I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this agreement. To obtain more information on my recourse rights, I may contact your financial institution or visit www.cdnpay.ca.

Signature of Applicant

Date

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 Woodlands County Taxation Clerk at 780-778-8400.