



502 2<sup>nd</sup> Avenue  
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 Bassano, AB T0J 0B0  
 Phone (403) 641-3788  
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## PROPERTY TAX INSTALLMENT PAYMENT PLAN (TIPPS) APPLICATION & PRE-AUTHORIZED DEBIT FORM

Owner/Application Name(s)	
Municipal Address:	
Mailing Address:	
Email Address:	
Phone number:	
Year of Previous Tax:	
Tax Levy:	
Divided by 12 = January – December payments:	
Starting Year:	

1. For payment under the Tax Installment Payment Plan, I/We hereby authorize the Town of Bassano and its Financial Institution to debit my/our account in twelve (12) monthly installments commencing January 1<sup>st</sup> to December 1<sup>st</sup> in any year. Monthly installments will be calculated as follows:
  - January to June = total tax levy in previous year ( including local improvements if applicable) divided by 12
  - July to December = total tax levy in current year minus prepaid amount divided by 6
2. A cheque for my/our account marked "VOID" is attached to this application form.
3. This authorized Debit and Tax Installment Payment Plan may be cancelled upon written notice by me/us not less than 14 days prior to the next installment date.
4. I/We acknowledge any payment not honored or processed by my/our bank is subject to service charge. All dishonored payments made under this plan and services charges must be paid in full within 14 days of installment date to continue participation in the plan. Continued participation is subject to the approval of the Chief Administrative Officer.
5. In the event I/We change my/our bank account, I/we will notify the Town of Bassano not less than 14 days prior to the next installment date and provide a current cheque marked "VOID".
6. All persons, whose signatures are required to sign on the bank account listed below, have signed this agreement.

Name of Financial Institution	Institution #	Transit #	Account #

- This application form must be received by the Town of Bassano NO LATER THAN DECEMBER 15, to be eligible to participate in TIPP.
- Your tax account must be paid in full by December 31, to be eligible to participate in TIPP.
- In the event of a sale of the above noted property, it is your responsibility to immediately notify the taxation department to arrange for cancellation of the plan. Notice must be received at least two weeks prior to your next installment.
- Each transaction will occur on the 1<sup>st</sup> day of each month or on the next day if the 1<sup>st</sup> falls on a weekend or statutory holiday
- Any amount paid as an installment of current year's taxes is non-refundable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

The personal information requested here is being collected under the authority of Alberta's Freedom of Information and Projection of Privacy (FOIPP) Act, Section 33 (c), for the purpose of TIPP and is protected under the Act. Notwithstanding, comments or remarks offered in this form may be made public, without disclose of personal information. If you have any questions about the collection, use or disclosure of personal information, provided please contact the FOIPP Co-ordinator at the Town of Bassano Administrative Office, 502 2<sup>nd</sup> Avenue, Box 299, Bassano, AB T0J 0B0 (403) 641-2585