



**Town Administration**  
502 – 2<sup>nd</sup> Avenue | P.O. Box 299  
Bassano, Alberta T0J 0B0  
403-641-3788  
[town@bassano.ca](mailto:town@bassano.ca)

## Tax Account Information Form

To create, change, or update your tax accounts with the Town of Bassano, please complete this form and return it to [town@bassano.ca](mailto:town@bassano.ca) or drop it off at the Town Office.

### CHECK ALL THAT APPLY:

<input type="checkbox"/>	New Tax Account
<input type="checkbox"/>	Transfer of Account
<input type="checkbox"/>	Change of Address
<input type="checkbox"/>	Request for paper free tax bills
<input type="checkbox"/>	Apply to the Tax Installment Payment Plan (TIPPs) – Preauthorized Debit

### COMPLETE ALL SECTIONS

<b>Effective Date</b>	
<b>Name</b>	
<b>Civic Address</b>	
<b>Mailing Address (Including P.O. Box)</b>	
<b>Contact Number</b>	
<b>Email Address</b>	
<b>Tax Account No.</b>	
<b>General Comments</b>	

### COMPLETE THIS SECTION FOR PAPER FREE TAX BILLING

*I consent to receive tax notices from the Town of Bassano via e-mail, and understand that by consenting to receive such notices by e-mail, I will no longer be receiving paper copies of tax notices from the Town.*

*My email address for the purpose of the tax notice is \_\_\_\_\_, and I agree that should my email address change, I will be responsible for providing my new e-mail address to the Town.*

*Consent Initial* \_\_\_\_\_

**COMPLETE THIS SECTION FOR TIPPs PREAUTHORIZED DEBIT**

1. For payment under TIPPs, 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 July = total tax levy in previous year divided by 12
  - August to December = total tax levy for the current year less the prepaid amount divided by 5
2. A VOID cheque for my/our account is attached to this application.
3. The preauthorized debit for the TIPPs program may be cancelled upon written notice by me/us not less than 14-days prior to the next installment date.
4. If preauthorized debt for the TIPPs program is cancelled it remains the property owners' responsibility to make tax payments along with any interest or other charges applied to the account.
5. I/we acknowledge any payment not honored or processed by my/our bank is subject to a service charge. All dishonored payments made under this plan and services charges must be paid in full within 14-days of the installment date to continue participation in the plan. Continued participation is subject to the approval of the Chief Administrative Officer of the Town.
6. If I/we change my/our bank account, I/we will notify the Town not less than 14-days prior to the next payment date and provide a current VOID cheque.
7. All persons, whose signatures are required to sign on the bank account listed below have signed this agreement.

Name of Financial Institution	Institution No.	Transit No.	Account No.

This application form must be received by the Town **no later than December 15** to be eligible to participate in TIPPs. Tax accounts must be paid in full by December 31 each year to be eligible to participate in TIPPs.

*Consent Initial* \_\_\_\_\_

In the event of a sale of the above noted property, it is the responsibility of the TIPPs account holder to notify the Town's tax department to arrange for cancellation of the plan. Notice must be received at least 14-days prior to the next installment date.

*Consent Initial* \_\_\_\_\_

Each preauthorized transaction will occur on the 1<sup>st</sup> day of each month or the next day if the 1<sup>st</sup> falls on a weekend or statutory holiday.

*Consent Initial* \_\_\_\_\_

Any amount paid as an installment of current year taxes is non-refundable.

*Consent Initial* \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

---

**OFFICE USE ONLY**

<b>Processed by</b>	
<b>Date of Processing</b>	
<b>Municipal Address</b>	
<b>Year of Previous Tax</b>	
<b>Tax Levy</b>	
<b>Jan. - July Payment</b>	
<b>Aug. - Dec. Payment</b>	
<b>Starting Year</b>	
<b>General Notes</b>	