

Tax Installment Payment Plan (TIPPS)

Q. Who qualifies for TIPPS?

A. If you pay property taxes to the City of Leduc, you have chequing privileges at a financial institution, **and you have no outstanding tax arrears**, and your house was 100% complete on December 31, you likely qualify for the TIPPS program.

Q. How does TIPPS work?

A. TIPPS allows you to have your property taxes paid directly from your bank account each month. The payment occurs on the last business day of the month.

Q. What are the advantages?

A. Your tax payments on TIPPS are paid on an installment basis over the course of the current tax year only, instead of prepaying property taxes to a financial institution. Once enrolled in TIPPS, no late payment penalties will occur. The City of Leduc does not charge for this service; however, normal bank service charges may apply.

Q. How is my monthly payment calculated?

A. Your monthly payment is calculated by dividing your previous year's taxes by twelve.

Q. What if I receive a Supplemental Tax/Assessment Notice?

A. Your supplemental taxes will be due on the date specified on the notice, and will **not** be incorporated into your regular TIPPS payments. If they are not paid by the due

date, you will be removed from the TIPPS program.

Q. What if the monthly charge is too high or too low?

A. Your payment will be adjusted each year to ensure your account balance is zero by December 31st. You will be advised of your new payment amount on your yearly tax notice.

Q. What if I switch banks or bank accounts?

A. Simply advise the City **10 days prior** to your next payment and we'll make arrangements so your payments are not interrupted.

Q. What is the taxation year?

A. The taxation year is the calendar year, January 1 to December 31.

Q. Are there any additional costs or charges for this service?

A. The City of Leduc does not charge for this service; however, normal bank service charges may apply.

Q. How do I enroll?

A. Complete and sign this application form, attach a VOID cheque, and bring it to the Civic Centre.

Please note that your payments will be deducted early in the morning on the payment date. Therefore, sufficient funds or bank approved overdraft protection must be available at that time to avoid returned payments and NSF charges. Returned payments & NSF charges must be made up within 15 days or you will be removed from TIPPS.



Tax Installment Payment Plan (TIPPS)



**A fast, efficient way to pay your
City of Leduc Property taxes**

Tax Inquiries
(780) 980-7105
propertytaxes@leduc.ca

Important Information

- If you experience two returned payments (NSF) within a one-year period, you will be removed from the plan. You will be required to pay your taxes in full or penalties will be applied. **If you do not repay your NSF within 15 days, you will be removed from the plan immediately.**
- If your unpaid utility bill is transferred to your property taxes at any time, your TIPP withdrawal amount will be increased to include the utility charges in June each year.
- If your unpaid utility bill is transferred to your property taxes for a second time, you may be removed from TIPP.
- **If you sell your property or change your banking information, you must notify the tax department at least 10 days before your next payment date.**
- Check your tax notice each year for any amended TIPPS payment amounts due for your next payment forward.
- If you are considering joining TIPPS and you are paying a mortgage to the bank or other financial institution, ensure you are not already paying taxes as a part of your mortgage payment.



#1 Alexandra Park
 Leduc, Alberta T9E 4C4
 Email: propertytaxes@leduc.ca
 Phone: (780) 980-7105

Attach VOID Cheque Here

Name(s): _____

Property Address: _____ Leduc, AB Postal Code: T9E

Hm: _____ Cell: _____ Wk: _____

Mailing Address (if different): _____

City/Prov: _____ Postal Code: _____

Office Use Only:

CI#: _____

Monthly Amt:

Tax Roll:

I/We authorize the City of Leduc to begin automated withdrawals for payment of my/our taxes from the bank account identified on the attached cheque. This authority is to remain in effect until I/we or the City of Leduc notifies the other of the intention to terminate. Authorized signature(s):

X _____ Date: _____ **Start on the last working date of:** _____

Personal and financial information collected on this form is collected for municipal financial operations subject to Section 33(c) of the Freedom of Information Protection of Privacy Act. Should you have any questions regarding the information on this form, you may contact the City Clerk/Information & Privacy Officer at (780) 980-7177.