



CYPRESS COUNTY

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TAX INSTALLMENT PAYMENT PLAN (TIPP)

Name	_____	Prior Year Levy	_____
Roll Number	_____	Jan-June Monthly Payment	_____
Email	_____	Current year Levy	_____
Address	_____	July – December Monthly Payment	_____
Legal	_____	Start Month	_____
Phone #	_____	Initial Fee	_____

- For payments under the Tax Installment Payment Plan, I authorize Cypress County and its Financial Institution to debit my account listed above:
 - for all taxes payable to the County on the above noted tax account
 - in the amount of monthly payments shown above, on the first day of each month beginning on the date indicated
 - which amount may increase/decrease pursuant to the provisions of the Tax Installment Payment Plan
- A specimen cheque for my account marked "VOID" is attached to this Application/Pre-Authorized Debit Form.
- This Authorized Debit and Tax Installment Payment Plan may be cancelled upon written notice by me not less than 14 days prior to the next due date. Withdrawal from the Tax Installment Payment Plan shall be subject to the provisions of the Tax Installment Payment Plan Bylaw.

Attach Void Cheque or Authorized Bank Account Information

- I acknowledge that in the event any payment is not honoured, my participation in the Tax Installment Payment Plan may be cancelled, in accordance with the provisions of the Tax Installment Payment Plan Bylaw.
- In the event of a sale of the above noted property, I will notify Cypress County in writing not less than 14 days prior to the next due date, to arrange cancellation of my payment and I will advise the purchaser of his option, upon application, to make payments by pre-authorized debit under the Tax Installment Payment Plan.
- In the event I change my bank account, I will notify Cypress County in writing and complete a new Application/Pre-Authorized Debit Form not less than 14 days prior to the next due date and provide a current cheque marked "VOID".
- All persons, whose signatures are required to sign on the bank account listed above, have signed this agreement below.

I/We hereby authorize a debit in the amount stated above, with latitude for adjustments in accordance with the Tax Installment Payment Plan, to be drawn on my/our account on the first day of each month commencing on the start month as previously stated.

Date	Taxpayer Signature	Taxpayer Signature
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SIGN UP TO PAY YOUR TAXES IN MONTHLY INSTALLMENTS

WHAT IS TIPP?

TIPP is the Tax Installment Payment Plan by which taxpayers pay their property taxes in monthly installments by pre-authorized transfer of funds from their bank account, rather than one single tax payment.

WHY SHOULD I USE TIPP?

- TIPP divides the annual tax payment into 12 equal monthly payments to make budgeting easier
- Regular payments are assured. If you are on vacation, out of town on business or sick, your payment will be made on time and automatically
- Convenient and reliable method of ensuring that your tax bill is paid and always remains current

WHO CAN USE TIPP?

All taxpayers are eligible providing all previous year's taxes are paid in full

HOW DOES IT WORK?

- Payments start on January 1st of each year and are made on the first of every month thereafter
- Monthly payments from January – June shall be calculated as 1/12 of the prior year tax levy, adjusted for any estimated future tax or assessment changes
- Monthly payments from July - December shall be calculated as 1/6 of the outstanding balance for the current year being the difference of payments received and the actual current year's levy
- Once you are on TIPP, you will be automatically renewed on the plan each year

WHEN CAN I APPLY FOR TIPP?

You can apply for TIPP at any time. If your application is received after January 1st of the current year, you will be required to make an initial payment representing the installments that would have been made since the beginning of the year

HOW DO YOU APPLY FOR TIPP?

To apply for TIPP, complete and sign the pre-authorized debit application form, attach a void cheque, and return it to the Cypress County office or email the completed documents to tipp@cypress.ab.ca.

WITHDRAWAL OR CANCELLATION

You may withdraw from TIPP by submitting the TIPP Cancellation Form not less than 14 days before the next payment date. If any monthly payments are missed, the County has the option to cancel the TIPP agreement. If you withdraw or the County cancels your TIPP agreement, all unpaid taxes become due and payable and are subject to penalties in accordance with the Tax Penalties Bylaw. Any payments made that are dishonored by the bank are subject to a \$25.00 service charge