

THE CITY OF BRANDON

Tax Department
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APPLICATION FOR TAX INSTALLMENT PLAN (T.I.P.)

Dear Property Owner:

This is your T.I.P. Application form. If you wish to join the program, complete Page 2 of this form, **attach a sample cheque marked VOID** and return these items to us.

Please retain this portion for your records.

<u>ROLL NO</u>		<u>PROPERTY ADDRESS</u>	
<u>NET CURRENT TAXES</u>	<u>NO. OF MONTHS</u>	<u>INSTALLMENT AMOUNT</u> (Calculated to nearest \$1.00)	<u>DATE OF INITIAL PAYMENT</u>
\$	÷ 12	= \$	15 TH of _____ 20_____

TERMS AND CONDITIONS

T.I.P. IS AN AUTOMATIC BANK WITHDRAWAL PAYMENT PLAN BY WHICH TAXPAYERS MAY MAKE CONSECUTIVE MONTHLY PAYMENTS FOR TAXES RATHER THAN A SINGLE ANNUAL PAYMENT.

YOU CAN JOIN T.I.P. IF:

- * Your property tax account is paid in full at the time of application
- * You have chequing privileges at a financial institution (bank, trust company, treasury branch or credit union)
- * Your property taxes are not presently paid through a mortgage company (P.I.T.)
- * Your application is received prior to June 15th
- * The applicable prorated portion of taxes, including the month of application, are prepaid.

MONTHLY PAYMENTS:

- * Your most recent annual property tax levy is divided by 12 to establish a monthly payment. The first payment will be debited from your bank account on the 15th day of the month in the month following receipt of the application. Payments will continue each consecutive month until the account is paid.
- * Payment amounts will be adjusted in June to compensate for changes in property taxes resulting from the annual tax levy. The property tax bill, usually issued in May each year, will show i) the total amount of installments to date ii) the actual property taxes payable for the current year and iii) the revised monthly payment which will begin June 15th. **Neither prepayment discounts nor late payment penalties apply to payments made while enrolled in this plan.**
- * Payments may only be made by automatic withdrawal from an account with chequing privileges at a financial institution. You must give written permission, by signing this application, before the withdrawal will begin. The City of Brandon does not charge for this, however, normal bank service charges may apply.
- * If you change bank accounts, it is your responsibility to inform The City of Brandon, Treasury Department, in writing, of the change at least two weeks in advance of the next payment. A new sample cheque marked VOID and reflecting your new bank account must be attached.

PROPERTY TAX ADJUSTMENTS:

If, for any reason, charges are added to your property tax account, you will be advised in writing of the adjusted amount which will have to be paid **outside** the scope of the Tax Installment Plan. Failure to pay the addition by the due date will result in removal from the program.

SELLING PROPERTY DURING THE YEAR:

If the property is sold or title transferred, it is your responsibility to inform The City of Brandon, Treasury Department, in writing, at least two weeks in advance of the next payment. All unpaid taxes become due and payable and are subject to penalty in accordance with the penalty by-law. T.I.P. payments are non-transferable between properties. If you move to a new location you may re-apply for plan eligibility and payments would commence in the month following application.

WITHDRAWAL /NONPAYMENT:

You may withdraw from the plan by giving notice, in writing, at least two weeks before the next payment date. If 3 payments are not honoured by your Financial Institution within a calendar year, the City of Brandon will cancel the agreement and request the payment of the total outstanding taxes. Returned payments are subject to a \$20 NSF fee. **NOTE:** If you withdraw or your plan is cancelled, all unpaid taxes become due and payable on the original due date, and are subject to penalties in accordance with the penalty by-law. No prepayment discounts will apply.

This personal information is being collected under the authority of By-Law No. 6416/62/96 and will be used for the purpose of implementing the Tax Installment Plan of The City of Brandon. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact Ian Richards, City of Brandon, 410 - 9th Street, Brandon, MB R7A 6A2 or call (204) 729-2269.

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PLEASE PRINT

ROLL NO.	PROPERTY ADDRESS	
AMOUNT OF MONTHLY PAYMENTS	MONTH PAYMENTS WILL BEGIN	
APPLICANT NAME	BUSINESS PHONE	HOME PHONE
APPLICANT NAME	BUSINESS PHONE	HOME PHONE
APPLICANT(S) ADDRESS (if different than property address)		
E-MAIL ADDRESS		

PLEASE ATTACH TO THIS APPLICATION A SAMPLE CHEQUE MARKED VOID

I/We the applicant(s) authorize my/our financial institution to electronically debit my/our account for the monthly tax installment payment payable to The City of Brandon on the 15th day of each month as payment in part of the taxes for the above named property. The treatment of each payment shall be the same as if the undersigned had personally issued a cheque.

I/We acknowledge the right of The City of Brandon to cancel my/our participation in the payment plan if any debits are not honoured by my/our financial institution. Unpaid taxes as of the date of termination of participation in the plan are subject to penalties as per the penalty by-law.

I/We acknowledge there may be increases in the amount of the monthly payment on June 15th each year as a result of The City of Brandon's annual tax levy. The installment payments must begin on the 15th day of the month in the month following receipt of the application. Payments will continue on the 15th day of each consecutive month until the account is paid in full.

See further conditions outlined on Page 1.

Should a refund of an overpayment be required, the refund will be made by direct deposit to this bank account

I have read and understand the Terms & Conditions as stated on page 1 of this application

Authorized/required signators of the bank account must sign this application

APPLICANT'S SIGNATURE _____ Day _____ Mo. _____ Yr _____

SECOND SIGNATURE (IF REQUIRED) _____ Day _____ Mo _____ Yr _____

**RETURN APPLICATION & VOID CHEQUE TO ABOVE ADDRESS
OR SUBMIT BY E-MAIL TO TAXES@BRANDON.CA WITH A SCANNED COPY OF VOID CHEQUE
PLEASE RETAIN PAGE 1 OF THIS APPLICATION FOR YOUR RECORDS**

Employee Initials _____
FOR OFFICE USE ONLY