Roll #: _____

Customer ID#: _____

PROPERTY TAX AUTHORIZATION FOR THE TIPP PROGRAM

I/We hereby authorize the City of Portage la Prairie and the financial institution shown on the attached VOID cheque to begin monthly deductions from my bank account for payment on my Property Taxes. Payments will be automatically withdrawn on the 15th day (or the next banking day) of each month. I/We agree to adhere to the policies of the TIPP program, and terms and conditions as outlined in Schedule A of the TIPP Bylaw.

PROPERTY OWNER(S): _____

PROPERTY ADDRESS: _____

TELEPHONE NO: Home: _____

Business: _____

SIGNATURE(S): _____

DATED: _____

MONTHLY PAYMENT: _____

Return to: City of Portage la Prairie
97 Saskatchewan Avenue East
Portage la Prairie, MB R1N 0L8
Fax Number: 204-239-1532

****Please attach a sample cheque marked "VOID" to this application for automatic withdrawal.****

SCHEDULE “A” TO BY-LAW NO. 08-8403

TIPP

TAX INSTALLMENT PAYMENT PLAN

CITY OF PORTAGE LA PRAIRIE
FINANCE DEPARTMENT
TAXES 239-8308
FAX – 239-1532
WEBSITE – www.city.portage-la-prairie.mb.ca

TAX INSTALLMENT PAYMENT PLAN (T.I.P.P.)

T.I.P.P. IS A MONTHLY TAX INSTALLMENT PAYMENT PLAN BY WHICH TAXPAYERS MAY MAKE CONSECUTIVE MONTHLY PAYMENTS FOR TAXES RATHER THAN A SINGLE ANNUAL PAYMENT.

YOU CAN JOIN T.I.P.P. IF:

- Your tax account is not in arrears.
- You have chequing privileges at a financial institution (bank, trust company, treasury branch or credit union)
- Your taxes are not presently paid through a mortgage company (P.I.T.).
- Your application is received prior to December 15, or application is received prior to June 30 with an initial payment of the missed installments paid at the time of application.

MONTHLY PAYMENTS ARE CALCULATED AS FOLLOWS:

Your most recent annual tax levy is divided by 12 installments to establish a monthly payment. Payments begin January 15 of each year, or the next banking day, and continue each consecutive month until the account is paid. Payment amounts will be adjusted in June to compensate for changes in taxes resulting from the annual tax levy. The tax bill, usually issued in May each year, will show a total amount of installments to date.
Payments may only be made by automatic withdrawal from an account with chequing privileges at a financial institution. You must give written permission before the withdrawal will begin. The City of Portage la Prairie 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 Portage la Prairie of the change at least two weeks in advance of the next payment.

PROPERTY TAX ADJUSTMENTS AND T.I.P.P PAYMENTS:
Any changes or adjustments, other than the annual tax levy and the supplementary billing, will automatically terminate T.I.P.P and all unpaid taxes become payable on the original due date, and are subject to penalties in accordance with the Tax Discount and Penalty By-law.
A supplementary tax bill is issued when a building is renovated or residence is completed in the current tax year and the assessed value of the building was not included in the annual tax bill issued in May.
Supplementary bills will be billed separately and must be paid in full by the due date. The T.I.P.P installment amount will not be adjusted until the following year.
As per City of Portage la Prairie TIPP By-Law we are required to notify customers if there is a change in the monthly amount of $10.00 or more.

WITHDRAWAL/CANCELLATION:
You may withdraw from the plan by giving notice, in writing, at least two weeks before the next payment date. NOTE: If you withdraw or your plan is cancelled, all unpaid taxes become due and payable as originally billed, and are subject to penalty in accordance with the penalty by-law.

SELLING PROPERTY DURING THE YEAR?
If the property is sold or title is transferred, it is your responsibility to inform The City of Portage la Prairie Tax Office, 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.P. payments are non-transferable. If you move to a new location you may re-apply for plan eligibility and payments would commence the following January or sooner if application is received before June 30.

PLEASE RETAIN THIS SHEET FOR YOUR RECORDS