

What Happens If...



...I miss a payment?

If 2 payments are missed, the Town shall cancel the agreement, and request payment of the total outstanding taxes, plus applicable penalties.

...I sell my property?

Advise our Taxation Department at least 15 days before the next payment date. You are responsible for the taxes for the portion of the year that you owned the property. We can provide your solicitor the account balance upon request.



...I change my banking information?



Please advise our Taxation Department at least 15 days before the next payment date.

...I want to withdraw from the Plan?

You can withdraw from the Plan by giving at least 15 days notice before the next payment date. *Note that all unpaid taxes become due & payable (and are subject to penalties) upon withdrawal from the Plan.*



If you are not participating in the TIPP Plan...
payment of taxes must be received or postmarked on or before August 31st to avoid penalty charges.

Options available for tax payments are:

- By mail: Town of Legal
Box 390, Legal, AB, T0G 1L0
- At the Town Office (5021 50 St)
⇒ Monday to Friday, 8:30am to 4:30pm
Cash, cheque or debit card only
⇒ through the mail slot (cheque only)
during non-business hours
For your convenience, a post-dated cheque is acceptable. Make your cheque payable to the 'Town of Legal'. Your cancelled cheque is your receipt
- At most chartered banks, trust companies, credit unions and caisse populaire
- Via Telephone/Internet banking through most major banks
- Tax Installment Payment Plan

For more information...

Contact the Taxation Department

Phone: 780-961-3773
Fax: 780-961-4133
Email: main@legal.ca

or visit our website at www.legal.ca

(under 'Live' - 'Finance and Taxation')

This pamphlet has no legal status and cannot be used as an official interpretation of the various regulations currently in effect. The Town of Legal will not accept responsibility for persons relying solely on this information.



Tax Installment Payment Plan (TIPP)

What is TIPP?

TIPP is short for **Tax Installment Payment Plan**. Participation allows property owners in the Town of Legal to pay their property taxes in monthly installments over 12 months rather than in one single payment.

What is the advantage of the Plan?

Many people find it difficult to make a single payment that comes due once a year. Monthly installments break your property taxes into more manageable amounts, which may make it easier to budget.

You can join the Plan if...

- ✓ Your tax account is not in arrears
- ✓ You have banking privileges at a financial institution (*bank, credit union, trust company or treasury branch*)
- ✓ You do not currently pay your taxes through a mortgage company

What are my TIPP Options?

Option #1: Pre-Authorized Payments (Automatic Withdrawal)

EASY!

Payments are automatically withdrawn on the 25th of each month

- *Apply before January 15
- *One time application only



Option #2: Self Administered Electronic Banking

Monthly payments are made by Internet or telephone banking by participant

- *Apply before January 15
- *Yearly application required

How do I apply?

To apply for the Tax Installment Payment Plan, contact the Taxation Department to receive the appropriate application form once eligibility is determined.

How does TIPP work?

About Pre-Authorized Payments

- ➔ Application must be received no later than January 15 for the Pre-Authorized Payment Plan to be effective
Application forms received after January 15 will become effective in January of the following year
- ➔ No penalties will be applied, as long as there are sufficient funds to guarantee payment
- ➔ Your payment amount from January to June will be established by dividing your current tax levy by 12
- ➔ Your payment will be adjusted in July to compensate for changes resulting from the annual tax levy
- ➔ Your annual tax bill (issued in June) will show the total amount of installments to date and the calculation of the installment payments for the remainder of the year
- ➔ There are no fees for this service, however normal banking service charges may apply