



Town of Picture Butte

Tax Installment Payment Plan (TIPP) Information and Application Form

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.

Who can Use TIPP?

All property owners in good standing within the Town of Picture Butte are eligible to enroll in TIPP.

How Does TIPP work?

Monthly payments are calculated by dividing the annual tax levy from the preceding year by 12 for the payment amount for January to May. The monthly payments from June to December will be automatically adjusted once the current year's tax levy has been determined. The remaining tax balance owing is divided by 7 months to create a zero balance owing by December 31st. The transfer of funds will occur on the **last business day of every month**. The options of additional or lesser monthly payment amounts by the property owner are not permitted.

How do You Apply for TIPP?

To apply for the Tax Installment Payment Plan, the application form must be completed, signed and returned to the Town Office accompanied by the appropriate banking information, no later than January 10th of the year that the taxpayer wishes to enroll in the Tax Installment Payment Plan. Any application received after the enrolment deadline of January 10th shall take effect the following calendar year. **Once you are on TIPP you will be automatically renewed on the plan each year.**

Withdrawal or Cancellation

A participating taxpayer may, at any time, withdraw from the Tax Installment Payment Plan by giving no less than two (2) weeks' notice in writing. No monies paid into the plan will be returned, refunded or transferred to a Town of Picture Butte utility account. The monies will remain on the tax roll and be deemed as a prepayment of property taxes.

If a participating taxpayer withdraws from the Tax Installment Payment Plan, or the Town of Picture Butte cancels the Tax Installment Payment Plan agreement, all unpaid taxes are due and payable upon cancellation of such agreement and are subject to penalties in accordance with the Tax and Tax Penalty Bylaw.

If a participant pays the tax balance owing on the tax / assessment notice issued, he / she will automatically be removed from the Tax Installment Payment Plan.

If participation in the Tax Installment Payment Plan is cancelled or withdrawn between July 11th and December 1st (inclusive) of any year, a tax penalty will be applied to the tax roll, in accordance with the Tax and Tax Penalty Bylaw, 30 days after cancellation or withdrawal. Tax penalties and / or interest charges will also be applied.

What happens if I miss a Payment?

The Town of Picture will cancel participation in the Tax Installment Payment Plan if an installment payment fails to be honored. Penalties will be added to the tax roll. The applicable bank return fee, as set out in Schedule "B" of the TIPP Bylaw will be levied on payments which are not honored by the financial institution on which they are drawn. The charges shall be added on to the taxes owing for each affected tax roll.

Selling your home while on TIPP?

The Tax Installment Payment Plan agreement does not transfer from one property owner to a purchaser of the property in the event of a sale of a parcel of land. Upon sale of the property, the participant will be automatically removed from the Tax Installment Payment Plan.

Questions?

If you have any questions, contact the Town of Picture Butte at:

Phone (403)732-4555

Fax (403)732-4334

Email: info@picturebutte.ca

Form on the other side →