



Tax Installment Payment Program

Applicant Information:

Surname: _____ First Name(s): _____

Business Name: _____

Property Address: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Account & Financial Information:

Tax Roll #: _____ 2022 Tax Assessment: _____

Payment Amount (Assessment / 12): _____

Payment Start Date: _____

You may email your application, with a scan of a “void” cheque or a completed Pre-Authorized Debit form (PAD) from your Financial Institution, to office@glenwood.ca. Alternatively, you may enclose a void cheque, PAD, or 12 post-dated cheques with this Application and mail it to:

Village of Glenwood
Box 1084
Glenwood, AB, T0K 2R0

Acknowledgement:

I agree to follow the terms and conditions as outlined below and will act in good faith to ensure that the determined installment amount shall be available in my bank account on the date for which the deposits are assigned.

Signature of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____

Terms and Conditions:

The Tax Installment Payment Program (TIPP) allows you to pay your property tax on a monthly basis instead of paying the total by the due date in July.

The property owner agrees to provide to the Village with either twelve (12) post-dated cheques for the calendar year, or a Pre-Authorized Debit form (PAD). The installment amount is calculated by dividing the most recent annual tax levy by 12, rounded up to the nearest dollar. When you receive your annual tax bill in June, depending on what your tax levy amount is for the current year, an additional cheque may be required by no later than October 31 to cover any increase to your municipal taxes from the previous year's amount.

If at the end of the year, the property owner has accumulated a credit, that portion will be carried over into the next calendar year and will be included in the calculation for the following year's installment amount.

If the property owner signs up for the program after the month of January, the total owing shall be divided by the number of remaining months in the calendar year.

Any unpaid balance at the end of the calendar year shall be subject to all applicable monthly penalties for the total amount remaining.

If a cheque is returned to the Village due to insufficient funds, the tax account will be charged a \$30 NSF Fee and the taxpayer will still be required to make up for the missed month's payment. If a second cheque is returned due to insufficient funds, an additional \$30 NSF Fee will be applied and the participant is no longer eligible for the program for the remainder of the current calendar year. At this point the account will be subject to all applicable monthly penalties for the total amount remaining.