



## Rural Municipality of Corman Park No. 344 Policy

**Policy # FI- 004**

**Policy Title: TIPPS**

<p><b>Policy Objective:</b> To provide guidelines for the Tax Installment Payment Plan Service.</p>
<p><b>Authority:</b> (Bylaw#, Resolution date/#) Resolution #24, December 16, 2013</p>

The Tax Installment Payment Plan Service, allows for taxpayers to pay their tax bill in 12 monthly installments based on the calendar year (January to December), by automatic withdrawal from their accounts.

A taxpayer may apply to the R.M. for inclusion in the tax installment plan of the Rural Municipality of Corman Park at any time during the calendar year.

The taxpayer cannot be in arrears before beginning to utilize TIPPS; this includes any unpaid utility or other bills that have been added to the tax roll.

A taxpayer, included in the Plan, must pay a monthly payment equivalent to 1/12 of the estimated current tax determined as follows:  
(current assessment) X (previous year's mill rate) X (mill rate factor) + (base tax) + (local improvement charges) divide by 12.

A taxpayer, not included in the Plan on January 1, shall pay all outstanding monthly payments up to the date of enrollment in the Plan, or pay a monthly payment equal to the current years taxes divided by the number of months remaining in the current calendar year from the date of enrollment in the Plan.

If in any year it is not possible to use the previous year's assessment, uniform mill rate, mill rate factor or base tax, the amount of the monthly payment will be determined as follows:  
(estimated assessment) x (estimated uniform mill rate) x (estimated mill rate factor + (estimated base tax) + (local improvement charges) divide by 12.



Once the assessment, uniform mill rate, mill rate factor and base tax have been determined for the current year, the monthly payment will be changed to an amount determined by dividing the number of months remaining in the current year by the outstanding balance of taxes. The tax bill will show the amount paid to date of the bill.

Ratepayers will receive a separate letter informing them of the new installment amount for the remainder of the year and the date we will start withdrawing the new installment amount.

All payments shall be due on the 6<sup>th</sup> day of each month and must be made by automatic bank withdrawal from a bank, trust company or credit union designated by the taxpayer.

Taxpayers who enroll in TIPPS will not be eligible for any municipal hail tax discount unless the landowner pays the full tax amount off by the deadline, not utilizing TIPPS until the end of the year.

If the bank does not honour the cheque or TIPPS installment, a service charge of \$25 (subject to change) will be added to the account.

If a taxpayer is paying for more than one property with a single cheque or TIPPS installment and the payment is not honoured by the bank, an additional service charge of \$5.00 (subject to change) will be added to each property tax account affected by the non-payment.

Penalties are added to the tax account if the TIPPS installment is unsuccessful and results in taxes not being paid by December 31<sup>st</sup> of that year.

If a taxpayer does not make the payments as required, the R.M. may cancel that taxpayer's privilege to make payments in accordance with the Plan. Notice of such cancellation shall be sent by ordinary mail to the taxpayer at the taxpayer's address listed on the tax roll.

A taxpayer may request to be removed from the Plan at any time by giving 1 weeks' notice. Where a taxpayer is removed from the plan all unpaid taxes become due and payable.