



**TIPP  
(Tax Installment Payment Plan)  
MONTHLY Application**

Tax Roll \_\_\_\_\_

**A - Property Identification**

Street Address of Property Owned \_\_\_\_\_

Legal Description: Lot/Unit \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

**Section B - Applicant's Personal Information**

Legally Registered Name of Primary\* Owner \_\_\_\_\_

(\*Primary person on title who should receive the bills. Note: only 1 person can be listed as primary owner)

Applicant's Name: Same as above  or \_\_\_\_\_

If Primary Owner is a business, I declare that I am a director of the above-named business \_\_\_\_\_ (Please Initial)

Primary Owner's Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Applicant's Date of Birth: N/A  Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Primary Owner's Mailing Address \_\_\_\_\_

City/Town \_\_\_\_\_ Prov./State \_\_\_\_\_ Postal Code/Zip \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**Section C - Applicant's Bank Account Information - Canadian Banks Only**

Attach 'void' cheque here (handwritten bank account information will not be accepted)

Important: It is the responsibility of the account holder(s) to confirm that payments are being withdrawn from their bank account

**Section D - Calculation of Monthly Payment Amount**

Total Levy For: \_\_\_\_\_ = \$ \_\_\_\_\_ OR  Balance Owing \$ \_\_\_\_\_  
Year

Divided by \_\_\_\_\_ months = monthly withdrawal amount of \$ \_\_\_\_\_

Automatic withdrawal in the amount calculated/shown above will commence on the last business day of 20 \_\_\_\_.

Automatic lump sum payment required to make tax account current: \$ \_\_\_\_\_  Cheque  Other \_\_\_\_\_

representing the months of \_\_\_\_\_ for a total of \_\_\_\_\_ months

**Important! See over - Signature required**

**Section E - Authorization**

By my signature, I acknowledge that I understand and agree that:

1. I have read and acknowledge that the information on the first page of this document is complete and correct.
2. I authorize the MD of Bighorn and the above-noted financial institution to debit the referenced account beginning on the date and in the amount noted above and on the last business day of each month.
3. Until tax levies are known, the monthly TIPP installment amount is calculated by dividing the previous year's tax levy, including local improvements, by 12. If there were no taxes levied the previous year, then installments are calculated by estimating the current year's taxes, based on the purchase price divided by 12. These amounts are revised each January.
4. Monthly TIPP payments will be adjusted when all property tax levies for the tax account are known so that the total outstanding property tax levies are paid in full, via monthly TIPP installments, by the end of the calendar year.
5. Written notification must be provided no later than the 10th of the month in order to:
  - a. Change banking information (new void cheque required).
  - b. Cancel the plan for any reason.
6. TIPP is not transferrable. A new TIPP application must be completed for each property owned.
7. This plan is for property owners who wish to pay property taxes directly to the MD of Bighorn and not through their mortgage company. The MD of Bighorn does not charge for this service.
8. In order to qualify for the TIPP, both tax and utility accounts for this property must be paid up-to-date.
9. Utility arrears may be transferred to the property tax account. This would result in the monthly installment amount being adjusted upwards to compensate for the increase to the tax balance.
10. No penalties will be levied against outstanding balances as long as no default in payment occurs.
11. Should a TIPP installment payment default, the MD of Bighorn reserves the right to apply service charges to the tax account, impose penalties or remove the taxpayer from TIPP.
12. If the TIPP is cancelled or removed from a property tax account, penalties will be applied on all unpaid taxes.
13. The plan automatically renews each calendar year unless cancelled by written notification.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

Date \_\_\_\_\_

**For Office Use Only**

Lump sum payment received as calculated above Receipt # \_\_\_\_\_ (Cash/Debit/Cheque/Post-Dated)

Copy of TIPP Application given to applicant: Yes  No

Application received by (initials) \_\_\_\_\_

Previous owner on TIPP No  Yes

Last month previous owner paid TIPP \_\_\_\_\_

Date Stamp Received
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