



City of Lacombe  
5432 – 56 Avenue  
Lacombe, AB T4L 1E9

P: 403-782-6666  
F: 403-782-5655  
E: [propertytax@lacombe.ca](mailto:propertytax@lacombe.ca)

# Application Form for Tax Installment Payment Plan (TIPPs)

Personal Pre-Authorized Debit Agreement

Tax Roll Number

## PERSONAL INFORMATION

Applicant Name: \_\_\_\_\_  
*First Name* *Last Name*

Service Address: \_\_\_\_\_  
*Unit #, Street #, Street, City, Province, Postal Code*

Mailing Address:  Same as above or: \_\_\_\_\_  
*Unit #, Street #, Street, City, Province, Postal Code*

Payment Type:  Personal  Business *(choose only one)*

Phone Number: \_\_\_\_\_ *(Daytime)* \_\_\_\_\_ *(Alternative)*

Email: \_\_\_\_\_

## APPLICANTS BANKING INFORMATION

Attach cheque marked "VOID" here

OR

Attach form completed by your financial institution

## PAYMENT INFORMATION *(To be completed by City of Lacombe)*

Annual Tax Levy: \$ \_\_\_\_\_ Amount  
Year

Tax Levy divided by 12 months \$ \_\_\_\_\_

Initial Payment Required \$ \_\_\_\_\_ ( \_\_\_\_\_ months)

\*Fixed Monthly Payment \$ \_\_\_\_\_ Payment Start Date

Date Received \_\_\_\_\_ Received By \_\_\_\_\_

Copy of TIPPs Application given to Applicant  In Person  By Mail  By Email

\*See section 3 of Terms and Conditions on page 2 of this application

### **FOIP Notification Statement**

The personal information that you provide to the City of Lacombe is collected under the authority of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act – Section 33(c). The information will be used for the purpose of managing and administering Tax and Assessment Services. Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with the FOIP Act, and can be reviewed and corrected upon request. Questions regarding the collection of personal information can be directed to: FOIP Coordinator, City of Lacombe, 5432-56 Ave, Lacombe, AB T4L 1E9, Tel. 403-782-1281 or [foip@lacombe.ca](mailto:foip@lacombe.ca).



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### **TERMS AND CONDITIONS**

1. Utility and Tax accounts must be current (taxes must be paid for the months prior to the first withdrawal month) prior to the initiation of the Tax Installment Payment Plan.
2. The plan runs from January to December of each tax year and continues each year unless cancelled by written notification. Applicants do not need to enroll each year.
3. Monthly payment amounts are fixed for the months January through May. June to December payment amounts will automatically be adjusted in accordance with any change in the municipal tax levy as indicated on your property tax bill.
4. Payments are withdrawn from the Applicant's bank account on the 16th of each month.
5. Any payments withdrawn from the account that are dishonored by the Applicant's financial institution by reason of non-sufficient funds, stop payment, account closure, etc., will entitle the City to remove the Applicant from the Tax Installment Plan without prior notice. Tax accounts will also be subject to the City of Lacombe NSF Fee. All outstanding amounts become due and payable and subject to penalties.
6. Any amount left owing on the Applicant's tax account on the 16th day of December each year will be automatically withdrawn from the Applicant's account on that day. If the December payment amount differs by more than \$20 from your regular monthly payment, you will be notified by letter prior to the withdrawal.
7. The Applicant is responsible to advise the Payee, in writing, by the 10th of the month, of any changes required in that month (ie. Applicant information, account information, sale of the above noted property, cancellation of plan). In the event that the plan is cancelled, all outstanding amounts become immediately due and payable and subject to penalties.
8. It is the responsibility of the Applicant to monitor payments withdrawn from their bank account and to contact the City in the event of a discrepancy.
9. Any supplementary taxes levied are not included as part of TIPP. Any supplementary tax amounts outstanding after the due date will result in removing the Applicant from TIPP without prior notice.
10. Once a property owner has been removed from TIPP for any reason, the City of Lacombe will not reinstate the same property owner on TIPP until the following year.

### **AUTHORIZATION**

I have read and understand the terms and conditions of the Tax Installment Payment Plan (TIPP) as stated above. I acknowledge that the information provided on this form is complete and correct.

I authorize the City of Lacombe and its Financial Institutions to debit the referenced account beginning on the date noted on page 1 of this agreement in the Payment Start Date and on the 16<sup>th</sup> of each month thereafter until either party cancels this agreement.

I may revoke this authorization at any time by providing the City of Lacombe with a TIPP cancellation form. This form can be found at [www.lacombe.ca](http://www.lacombe.ca) or by contacting City Hall.

I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this agreement. To obtain more information on my recourse rights, I may contact my financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date