



# Tax Installment Payment Program Agreement

Please submit one application form and banking information for each property to be registered in the Tax Installment Payment Program (TIPP). Banking information must be a chequing account. The applicant must be the owner of the chequing account being used.

## Pre-Authorized Debit Agreement

Payments in the amount of 1/12<sup>th</sup> of the annual levy will be withdrawn on the first business day of each month from the chequing account provided with this application.

**The first withdrawal may include an additional amount for plans starting after August 1.** Written confirmation advising the month the plan is starting, the amount of the first withdrawal and future monthly withdrawals will be sent to the mailing address provided on the application.

TIPP payments will not be refunded or transferred to another account. If you sell your property, you must cancel your current plan and submit a new application for your property.

**If funds are not available on the first business day the town will move payment to the first of the next month.** If funds are not available on two consecutive withdrawal dates the town will cancel the agreement.

TIPP is a monthly plan for pre-payment of annual levies. Other charges applied to the property, like local improvements, are not included in the TIPP monthly payment and must be paid separately.

**Changes to monthly payment amounts: Pre-notification will be sent to the mailing address on file if the monthly payment amount is increasing by \$10.00 or more per month.**

**Changes to banking information: must be received in writing.** Written confirmation to advise of the new banking information and the effective month for change will be sent to the mailing address provided on the application.

**Cancellations from the program: must be received in writing five (5) business days before the next withdrawal.** A change in land title information for the property may cause the account to be removed from TIPP. The town may remove any account from the TIPP for missed payments.

Please Print Clearly

Registered Owner(s): \_\_\_\_\_

Civic Address: \_\_\_\_\_ Roll #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Chequing Account Information: ☐ Void Cheque ☐ Verification Form | Account Type: ☐ Personal ☐ Business

I authorize the Town of White City and the financial institution shown on the enclosed "void" cheque or bank verification to begin monthly withdrawals from the account provided for payment of property taxes under TIPP. This authority will remain in effect until it is ended in writing by the Town of White City or myself. I agree the plan can be ended by either party.

☐ **Please send my tax and assessment notices by email (initial)**

☐ **I have read and agree to the conditions on this form (initial)**

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Applications will not be processed without a void cheque or verification form or signature.**