

Calgary



Property Tax

Pay by **June 28** to avoid
7% penalty.



calgary.ca/propertytax

How your tax bill is calculated

Each year, City Council approves the budget required to support City services. From this amount, sources of revenue other than property tax, such as licence fees, permits, user fees and provincial grants are subtracted. The balance is the amount raised by property taxes.

In order to calculate property tax, tax rates are established. The tax rates reflect the amount of taxes to be paid for every \$1 of assessed value.

The formula used to determine the municipal tax rate:

$$\text{Municipal tax rate} = \frac{\text{Total revenue required by The City of Calgary from property tax}}{\text{Total assessment}}$$

The Province of Alberta also establishes a tax rate based on the revenue it requires from property tax.

The formula used to determine the provincial tax rate:

$$\text{Provincial tax rate} = \frac{\text{Total revenue required by the Province of Alberta from property tax}}{\text{Total assessment}}$$

Your property tax is calculated by multiplying the assessed value of your property by these tax rates.

The formula used to determine your property tax bill:

$$\text{Property tax bill} = \text{Assessment} \times \text{municipal tax rate} + \text{Assessment} \times \text{provincial tax rate}^*$$

* The City of Calgary bills and collects this tax amount for the Province of Alberta

Local improvements

Your tax bill may include additional charges for previously approved local improvements. Local improvements include new or replacement construction projects, such as street/lane paving, driveway crossings, sidewalk replacement and curb/gutter replacement. Local improvement levies include the cost of financing, but may be paid out to The City in any year during the amortization period to avoid further interest charges.

Manufactured home property tax

Property tax on manufactured homes is based on the assessed value of the home only. The land is assessed separately and notices are mailed to the owner of the land. Liability for payment of the annual property tax is the responsibility of the owner at the time of billing.

Supplementary tax bills

If a new building or an addition to an existing building is completed during the calendar year, a supplementary tax bill will be issued by the end of the year. The supplementary tax bill will reflect the number of months the building was completed or occupied during the year. To avoid penalties, supplementary tax bills must be paid by the due date shown.

If you participate in the Tax Instalment Payment Plan (TIPP), your supplementary tax bill will show the adjusted monthly payment.

Changing your mailing address

The City's source of property ownership and mailing address information for assessment notices and tax bills is a property's Certificate of Title as registered with the Province of Alberta Land Titles Office.

Legal name changes, spelling corrections or mailing address changes must be made directly through the Province of Alberta Land Titles Office.

Visit calgary.ca/ mailingaddress for further information.

Taxes and an assessment complaint

If you have filed a complaint against your assessment, you must still pay the taxes by the due date to avoid penalties.

If a decision on your complaint results in a lower tax levy, the reduction is credited to the tax account. If this tax reduction results in a credit balance, interest is paid on the municipal portion. A refund cheque is automatically issued for accounts with a credit balance greater than \$25. Credits of less than \$25 remain on the account.



Payment methods – with the City

Tax Instalment Payment Plan (TIPP)

TIPP is a popular program that allows you to pay your property taxes by monthly instalment.

Your payment comes out of your chequing account automatically the first day of every month, making budgeting easier and eliminating the risk of a 7% late payment penalty.

To join TIPP

Don't delay! Request your agreement today. Plan enrolment must be completed by the bill due date to avoid a 7% late payment penalty.

Website: calgary.ca/TIPP

Phone: 311 or 403-268-CITY (2489)

You may join at any time during the year; however, to join after January 1 you will need to make an initial payment equal to the missed instalments from Jan. 1, plus a filing fee of 2% of the missed instalments.

Already a TIPP participant?

If you are a current TIPP participant no additional payment is required at this time. Each year after the taxes are levied your instalment is adjusted to reflect the current year's taxes. Your bill indicates your adjusted monthly instalment.

Visit calgary.ca/TIPP no later than the 22nd of the month before your next payment to:

- change your banking information.
- cancel your TIPP participation for any reason, including selling your property.

Post-dated cheques

Reduce the risk of late payment penalties.

Drop off, mail or courier your cheque today, post-dated on or before the due date.

Ensure your cheque is signed, dated and completed accurately as The City of Calgary is not responsible for errors and/or omissions.

Mail

- Send cheque or money order (do not send cash).
- Enclose the remittance portion(s) of your bill(s) and write the property roll number(s) on your cheque.
- The Canada Post postmark is honoured as the payment date. Commercial postage meter imprints are NOT honoured.
- If a Canada Post postmark is absent or illegible, the date received is considered the payment date.
- The City is not responsible for lost payments. Late payment penalties will apply.

Courier

Couriered payments are accepted between 8 a.m. and 4:30 p.m., Monday to Friday at the Tax Advisory Services Counter, Third floor, Calgary Municipal Building.

City cashiers

Third floor, Calgary Municipal Building,
800 Macleod Tr. S.E., Monday to Friday,
8 a.m. to 4:30 p.m.

- Pay by cash, cheque, money order or debit card.
- When using debit card be aware of your daily withdrawal limit.
- Credit card payments are **not** accepted.

24-hour deposit box

Located street level near Municipal Building
(east entrance) 801 – 3rd St. S.E.

- Deposit cheque or money order (not cash).
- Cheques must be dated for the due date or earlier.
- Enclose the remittance portion(s) of your bill(s) and write the property roll number(s) on your cheque.
- Your payment must be in the deposit box prior to midnight of the due date to meet the payment deadline.

Payment methods – with your bank

Financial institutions

Payments can be made through most financial institutions. It is important to know your bank's policies regarding the effective date of payment to avoid a late payment penalty.

With your bank – in person, by phone, online or ATM

Register payee / bill account number(s) and make payment

- **Register payee.** Select and add "Calgary (City of) Property Tax" as a payee from your bank's payee list.
- **Register the nine-digit roll number(s)** shown on your property tax bill(s) as your bill account number(s).
 - If you have more than one property register and make payment to each roll number separately.
 - When paying in-person have your property tax bill(s) with you and have the bank staff confirm/register your roll number(s) as your bill account number(s) .
 - If you pay by ATM, pre-register your roll number(s) associated with the payee "Calgary (City of) Property Tax".



Important:

Check your roll number. The property tax roll number is linked to the property NOT the owner. **Confirm the roll number you have registered with your bank matches your most recent bill before making payment via branch, ATM, online or telephone banking.**

If you misapply your payment to your old property or to an invalid roll number you will be charged \$25 to have your payment moved to the correct tax account.

Own more than one property?

Owners of multiple properties need to register and make payment on each roll number separately when paying with your bank.

If you apply a single payment to only one of your properties you will be charged \$25 to have your payment distributed to your other roll numbers.

Property tax collected as part of your mortgage payment

- If you pay principal, interest and taxes (PIT) to a mortgage company/bank, the company gets an invoice for your taxes and you receive the original tax bill for your records. The name of the company being invoiced appears on your bill.
- If you believe you are paying PIT, but the mortgage holder name does not appear on the bill, contact your mortgage holder immediately.
- If a mortgage holder is named on your bill and they are no longer responsible for your tax payment, you are responsible for paying the taxes on or before the due date to avoid penalty.

Penalties for late payments

Taxes are due June 28. Any account not paid in full as of July 1 is penalized 7% on the unpaid taxes.

The penalty is not a daily interest charge but a fixed percentage. For example, if your unpaid taxes are \$2,000 on July 1, the penalty is \$140.

If taxes on your account are still unpaid as of October 1, an additional penalty of 7% of the unpaid taxes is added to your account.

Any unpaid taxes and penalties accrued from previous years are charged a penalty of 1% of the outstanding balance on the first day of each month until the taxes are paid.

Payments are applied in the following order: arrears penalties, arrears, current penalties and current taxes.

Service charges and penalties on payments returned by your bank

- If your bank does not honour your cheque or TIPP instalment, a service charge of \$30 is added to your account.
- If you are paying for more than one property with a single cheque or TIPP instalment and your payment is not honoured by your bank, an additional service charge of \$10 is added to each property tax account affected by the non-payment.
- Service charges are subject to change.

Should your returned payment leave your taxes outstanding after the due date, penalties will apply.

Property Tax Assistance Program

Help is available

If you are a residential property owner experiencing financial hardship, regardless of age, you may be eligible for a credit/grant of the increase on your property tax account.

For more information, including eligibility and to apply, visit calgary.ca/ptap

Please note: Even though an application has been made to the Property Tax Assistance Program, all property taxes must be paid in full by the due date, 2019 June 28, to avoid a 7% penalty.

Government of Alberta

Seniors Property Tax Deferral Program

The Seniors Property Tax Deferral Program allows eligible senior homeowners to defer all or part of their property taxes through a home equity loan with the Alberta government.

If you qualify, the Alberta government will pay your residential property taxes directly to the City of Calgary on your behalf. You repay the loan, with interest, when you sell the home, or sooner if you wish.

You can apply at any time of year; however, for the Province to pay your property tax on your behalf by the due date of June 28 and avoid penalty, the Seniors Property Tax Deferral Program must receive your application at least 30 days before the property tax deadline.

For program information, including eligibility and to apply, visit seniors-housing.alberta.ca or call Alberta Supports Contact line at 1-877-644-9992.

Our finances

To learn about The City's finances and where your tax dollars go to support City services visit calgary.ca/ourfinances

Did you know?

Of your property tax dollar:



Approximately **37%** of your property tax dollar goes to the Government of Alberta

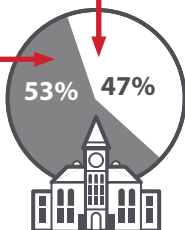


Approximately **63%** of your property tax dollar goes to fund the services The City of Calgary provides.

Property taxes make up **47%** of the City operating budget

Other sources of revenue include:

- user fees (transit fares, licences and permits, City inspections, etc.)
- grants and subsidies
- other (investment income, franchise fees, etc.)



City operating budget

Important reminders

- Taxes are due June 28.
- A penalty of 7% will be added to any unpaid balance on July 1. This means, for every \$1,000 in outstanding taxes \$70 in penalty will be charged.
- If you are making your payment at your bank branch, or by ATM/online/phone banking, it is important to ensure the roll number(s) you have set up on your bank bill payment profile is the same roll number(s) that appears on your tax bill(s).
- If you own more than one property you need to register and make payment on each roll number separately when paying through your bank to avoid a \$25 payment alignment fee. Read about this fee inside this brochure.
- If you are a current participant in the Tax Instalment Payment Plan (TIPP), no additional payment is required at this time.
- Your property tax bill covers the period Jan. 1 to Dec. 31.

How to contact us

This brochure is an overview only. For further information regarding property tax please visit our website calgary.ca/propertytax.

Customer service is available via:

Website	calgary.ca/propertytax
Phone	311 or 403-268-CITY (2489)
Hearing impaired	403-268-4889
Mail	The City of Calgary (#8044) P.O. Box 2405, Station M Calgary, AB Canada T2P 3L9
In person	Tax Advisory Services Third floor, Calgary Municipal Building 800 Macleod Tr. S.E., Calgary

Our hours for walk-in service are 8 a.m. – 4:30 p.m., Monday through Friday. Our staff will be pleased to assist you.