

# Tax Instalment Payment Plan

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## TIPP

Pay your property tax  
monthly to:

- make budgeting easier
- eliminate the risk of late payment penalties.

[calgary.ca/TIPP](http://calgary.ca/TIPP)



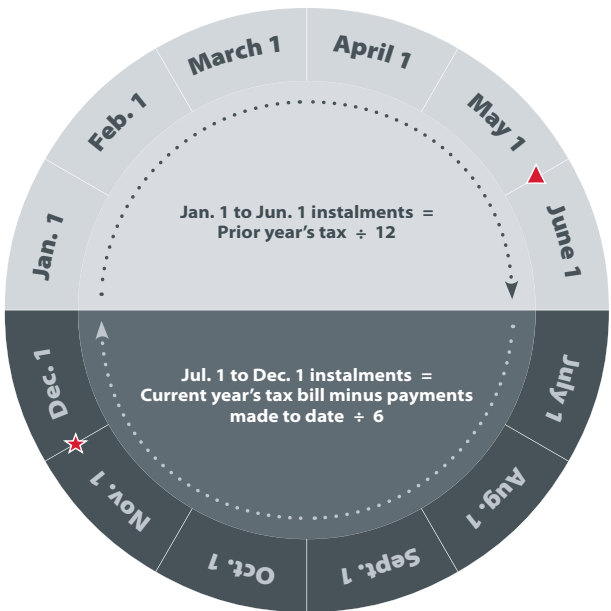
## How does TIPP work?

Each year property tax is billed in May, with payment due at the end of June, covering the period from Jan. 1 to Dec. 31.

By becoming a TIPP participant you'll spread the payment of your property tax over 12 months, starting Jan. 1, with your account being paid in full after your Dec. 1 instalment.

Your instalments are automatically withdrawn from your chequing account on the first day of every month with your participation in the plan automatically continuing from year-to-year for the property you enrol.

Your monthly instalment amount from Jan. 1 to June 1 is calculated by dividing your property's most recent annual tax levy by 12, rounded up to the nearest dollar.



**▲** When you receive your annual tax bill in May your instalments from **July 1 to Dec. 1** are adjusted to reflect the year's actual levy. The revised instalment amount ensures your tax account is paid in full by year-end.

Your annual tax bill will show:

- the credit resulting from the instalments made Jan. 1 to May 1
- the Jun. 1 instalment amount
- the new instalment amount beginning July 1

**★** In November, instalments are reviewed to determine your monthly payment amount for Jan. 1 to Jun. 1 of the upcoming year. The revised payment amount then becomes your instalment beginning Jan. 1. If your instalment amount changes as a result of the review you'll be notified.

## Joining the plan after Jan. 1

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

For example: To start the plan on July 1, your required initial payment equals the payments missed from January to June plus the filing fee.

**The initial payment amount, shown on your TIPP agreement, must be paid when you return your completed agreement.** Failure to submit any required initial payment at the time you apply will result in your participation in the plan being rejected or cancelled, leaving any outstanding tax subject to penalty.

## How to request an agreement

A TIPP agreement contains tax information specific to your property. Your customized agreement is created and sent to you after your request has been received.

### Online

[calgary.ca/TIPP](http://calgary.ca/TIPP)

### Phone

311 or 403-268-CITY (2489)

Hearing Impaired TTY: 403-268-4889

### Visit

Tax Advisory Services

Third floor, Calgary Municipal Building (City Hall)

800 Macleod Tr. S.E.

Monday to Friday, 8 a.m. to 4:30 p.m.

**Note:** If you pay principal, interest and taxes (PIT) through your mortgage holder, please check with your financial institution prior to joining TIPP.

## Own more than one property?

If you own more than one property you must request and complete an agreement for each location you want on the plan. We require only one void cheque\* if all payments are to be withdrawn from the same bank account.

**Condo owners please note:** A separate agreement is required for your unit as well as each titled parking stall(s) and storage unit(s).

## How to return a completed agreement and void cheque\* or pre-authorized debit form from your bank

After receiving your agreement(s), check the location address and roll number on the form(s) match the property which you intend to pay by instalment.

Return your completed and signed agreement(s) and void cheque\* no later than the agreement "return by" date, using one of the following methods:

### Secure Online Submission

visit [calgary.ca/TIPP](https://calgary.ca/TIPP) to upload a PDF or JPG file of your completed agreement and void cheque\*.

### Mail

The City of Calgary  
Finance/Tax  
P.O. Box 2405 Station M  
Calgary, AB T2P 3L9

### In person or by courier

Tax Advisory Services  
Third floor, Calgary Municipal Building (City Hall)  
800 Macleod Tr. S.E.  
Monday to Friday, 8 a.m. to 4:30 p.m.

### 24-hour Deposit Box

located street level near Municipal Building  
(East Entrance) 801 – 3 St. S.E.



## Making your initial payment

Initial payments **will not** be withdrawn from your chequing account and must be made separately, using one of the other payment options available.

When joining the plan for more than one property the initial payments must be made on each property, **not** as a lump sum payment on one roll number.

Failure to submit any required initial payment(s) by the "Return by" date shown on your agreement will result in your participation in the plan being rejected or cancelled, leaving any outstanding tax subject to penalty.

Visit [calgary.ca/propertytax](http://calgary.ca/propertytax) for all your payment options.

## Already on TIPP and moving?

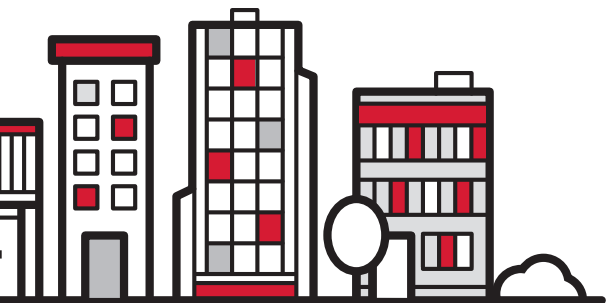
When you join TIPP you are paying tax through the plan for a **specified property**. TIPP **does not** follow you to your next property. You will need to request TIPP be cancelled on your previous property and submit an agreement for your new property.

Cancellation requests received **after** the 22nd of the month will be processed after the upcoming withdrawal.

TIPP payments are non-transferable to other property tax accounts.

## Already on TIPP and buying additional property?

When you join TIPP you are paying tax through the plan for a **specified property**. TIPP **does not** automatically start on any additional properties that you purchase. If you own more than one property you must complete an agreement for each location you want on the plan.



## Written notification is required no later than the 22nd of the month to:

### Change your banking information.

- Provide notice no later than the 22nd of the month prior to the next scheduled withdrawal to ensure your payment is withdrawn from your chosen bank account.
- Change requests received **after** the 22nd of the month will be processed **after** the upcoming withdrawal.
- Notice is required for each property enrolled on TIPP for which the change should be applied.

Use our secure web form at [calgary.ca/TIPP](https://calgary.ca/TIPP) to submit your TIPP banking information change request online.

### Cancel your TIPP participation for any reason, including selling your property.

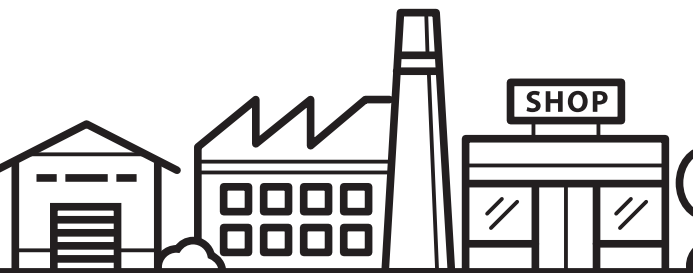
- Provide notice no later than the 22nd of the month to ensure your bank account is not debited for the next instalment.
- Cancellation requests received **after** the 22nd of the month will be processed **after** the upcoming withdrawal.
- Notice is required for each property enrolled on TIPP for which the cancellation should be applied.

Use our secure web form at [calgary.ca/TIPP](https://calgary.ca/TIPP) to submit your TIPP cancellation request online.

## Cancel your participation and penalties

If you cancel your TIPP participation, your unpaid tax becomes due immediately and subject to penalties in accordance with Penalty Bylaw 8M2002.

To request the tax amount owing call 311 or 403-268-CITY (2489).



## **Non-payment service charges and TIPP agreement cancellation due to non-payment**

- Dishonoured payments will be subject to a service charge.
- Dishonoured payments made by a single withdrawal for multiple properties are subject to an additional per-property service charge.
- If two (2) consecutive payments are missed and not replaced, The City of Calgary will cancel the agreement. Any unpaid tax is deemed due and subject to penalties in accordance with Penalty Bylaw 8M2002.

## **What if an adjustment is made to my tax?**

Any adjustment made to your tax during the year may result in a change to your monthly instalment.

You'll be notified of your new monthly payment amount and the date the new payment will begin.

## **Supplementary taxes and TIPP**

A supplementary tax bill is issued when a new building or an addition to an existing building is completed during the calendar year.

**If you are a TIPP participant**, your instalment is adjusted when a supplementary tax bill is issued. The revised payment amount and the start date of that new payment is shown on your supplementary tax bill.

**You may join TIPP after receiving a supplementary tax bill**, or you may pay your supplementary tax bill in full by the due date and request to join TIPP in January of the upcoming year.



## To join TIPP you need to:

- Request an agreement for each property you would like to pay by instalment.
- After receiving your agreement(s), check the location address and roll number on the form(s) match the property which you intend to pay by instalment.
- Agree to the terms and conditions of the plan.
- Complete and return your agreement(s) along with a void cheque\*, no later than the “return by” date shown on the agreement.
- Make any applicable initial payment(s) as shown on your agreement(s) no later than the “return by” date date shown on the agreement.

Important: Any applicable initial payment(s) must be made to ensure your participation in the plan is approved.

Be sure to comply with the requirements detailed in the **“Making your initial payment”** section of this brochure so your request to join the plan is not rejected or cancelled.

For more information visit [calgary.ca/TIPP](http://calgary.ca/TIPP)

### **\*Don't have any cheques?**

Your bank may provide you with a printable void cheque or a pre-authorized payment form, either online or through your branch. Contact your bank for further information.

A void cheque or a pre-authorized payment form must accompany your TIPP agreement and must contain three sets of numbers that provide your bank information. The first set is a 5-digit transit number which identifies your bank branch. The second set is a 3-digit institution number which identifies your bank. The third set of numbers is your account number.

TIPP payments are withdrawn from Canadian dollar chequing accounts. Line-of-credit or credit card accounts **may not** be used.

