



Tax Instalment Application

www.parklandcounty.com

Email: assessment&tax@parklandcounty.com

Phone: 780-968-8418

NAME: _____	For Office Use Only: <input type="checkbox"/> Existing Owner <input type="checkbox"/> Pending Owner _____
ADDRESS: _____ _____ _____	ROLL #: _____ PHONE #: _____ EMAIL: _____

I apply to enroll in Parkland County's Property Tax Instalment Plan under the following terms and conditions.

1. Date of Payment is the 17th of the month.
2. The Method of Payment will be automatic withdrawal. I authorize Parkland County to debit my bank account on the date specified above.
3. Should a **payment be returned** for any reason, the payment plus applicable service charges must be replaced within **14 days** of the payment being returned. If this occurs a **second time, the Plan may be terminated** at Parkland County's discretion. All taxes will then become due and payable and are subject to penalties in accordance with the penalty bylaw.
4. Should the **property be sold**, it is my responsibility to notify the Tax Department immediately and fill out the appropriate form to **stop** the automatic withdrawal. In the event **I change my Bank Account**, I must notify the Tax Department in writing no less than 10 business days before the withdrawal date. (I may revoke my authorization at any time, subject to providing written notice of 10 business days prior to my regular date of payment listed above. To obtain a sample cancellation form, or for more information on my right to cancel a PAD Agreement, I may contact my financial institution or visit www.cdnpay.ca.)
5. The monthly tax payment is \$ _____ which may be increased or decreased twice a year to ensure the current year taxes are paid in full by December 17th of each year. The January – May amount is based on 1/12 of the prior year's annual levy (estimated for new properties). The June – December amount is adjusted after the taxes are levied to the equal monthly amount necessary to pay the balance by the end of the year.

_____ Date

_____ Signature

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 PAD Agreement. To obtain more information on my recourse rights, I may contact my financial institution or visit www.cdnpay.ca

For Office Use Only:

Current payment required. \$ _____. Receipt # _____ Cash / Debit / Cheque / TE/Online
(Please circle)

ATTACH "VOID" CHEQUE HERE

(Note: Automatic Withdrawals cannot be made from a Line of Credit)

The information collected on this document will be used for the purposes allowed under the authority of the *Municipal Government Act*. The personal information that you provide may be made public, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Questions regarding the collection and use of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for Parkland County, 53109A HWY 779, Parkland County, Alberta T7Z 1R1 (780-968-3229).

Tax Instalment Plan

What is the Tax Instalment Plan?

The Tax Instalment Plan is a plan by which taxpayers may make twelve monthly instalments for property taxes rather than a single payment.

What is the advantage of this plan?

Many people find it hard to make a single large payment that comes due once a year. Instalments break your property taxes into a smaller monthly amount, thus making payment easier without incurring any penalties during the year.

Who can use this plan?

You may apply

- If you have a chequing account at a financial institution (bank, trust company, treasury branch, or credit union).
- If you do not pay your taxes to a mortgage company.
- If all outstanding taxes are paid in full.

How does this payment plan work?

The plan runs from January to December each year. The monthly payment is January 17th based on a 1/12 of the prior year's annual levy and on June 17th to compensate for changes in taxes resulting from the annual tax levy. Your annual tax bill will show the total amount of instalments to date and the revised monthly payment for June through to May.

To Illustrate:

Currently Enrolled on Plan:

Current tax bill	\$1849
Less: payments (January through May)	\$750
Balance owing	\$1099
June through Dec monthly payments (\$1099/7)	\$157
Balance at December 31	\$0

New to Plan- Starting July 1st:

Current tax bill	\$1849
Less: payments (January through June)	\$924.50
Balance owing	\$924.50
July through Dec monthly payments (924.50/6)	\$154.08
Balance at December 31	\$0

When should I join the plan?

If you join any time during a tax year (January 1- December 31), you will have to make up any "missed payments." For example, if you decide to start automatic bank withdrawal on July 1, you need to make up the payments for January through June (6 months).

How do I withdraw from the plan?

You may withdraw from the plan by giving notice at least 10 business days prior to the next payment date. If payments are missed, the County may cancel the agreement. Note: If you withdraw from the plan or your plan is cancelled, all unpaid taxes become due and payable, and are subject to penalties in accordance with the penalty by-law.

What if I change bank accounts?

Should your chequing account change, please advise the Assessment & Tax Department at 780-968-8418 at least 10 Business days prior to the next payment date.

What happens if I sell my property or move within the County?

If you are on the payment plan and sell your property, please inform the Assessment & Tax Department at 780-968-8418 at least 10 business days prior to the next payment date. As you are responsible for the taxes for the portion of the year that you own the property, we can provide your lawyer with the balance in your account upon request. Your lawyer will take the instalments into account when transferring the property to the new owner.

How do I make application?

To apply for the monthly payment plan, please complete and sign the authorization form which can be obtained from the Assessment & Tax Department, or from our website www.parklandcounty.com, and return it along with a cheque marked "VOID" to:

Parkland County
Assessment & Tax Department
53109A HWY 779
Parkland County, Alberta T7Z 1R1

Or email the application and void cheque to: assessment&tax@parklandcounty.com

Other Questions?

Further questions about the monthly payment plan may be answered by calling 780-968-8418 from 8:30 a.m. to 4:30 p.m. Monday to Friday.