



CITY OF COURTENAY

TAX INSTALMENT PREPAYMENT PLAN (TIPP) APPLICATION

To be accepted for the advance payment of taxes program, an eligible taxpayer must make application to the Collector by completing and returning a properly completed Tax Instalment Prepayment Plan Application, the tax account must be paid in full and have chequing account privileges at a financial institution in Canada.

Civic Address \_\_\_\_\_ Tax Account Number \_\_\_\_\_

Name \_\_\_\_\_ Customer ID \_\_\_\_\_

Mailing Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Type of Service: Personal  Business

Home Owner Grant (if eligible): Basic Grant  Additional Grant

Initial only one of the following options: Gross Taxes \_\_\_\_\_

OPTION 1: Calculated Monthly Instalment Amount \$ \_\_\_\_\_ Initial \_\_\_\_\_

OPTION 2: Fixed Monthly Instalment Amount \$ \_\_\_\_\_ Initial \_\_\_\_\_

Financial Institution: 3 digits \_\_\_\_\_ FI Transit Number: 5 digits \_\_\_\_\_

FI Account Number: \_\_\_\_\_

OR you may provide a 'VOID' BLANK CHEQUE.

I/we authorize the City of Courtenay, and the financial institution designated to begin deductions as per my/our instructions for regular recurring payments for the prepayment of municipal property taxes. Regular payments will be debited to my/our specified account on the 1st day of each month August to May. No prepayments will be withdrawn in June or July each year to ensure tax notices are current when distributed.

The City of Courtenay will obtain my/our authorization for any other one-time or sporadic debits. The treatment of each payment shall be the same as if the undersigned had personally issued a cheque.

This authority is to remain in effect until the City of Courtenay has received written notification from me/us of its change or termination. This notification must be received at least fourteen (14) business days before the next debit is scheduled at the address provided below. I/We may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting [www.cdnpay.ca](http://www.cdnpay.ca). I agree to inform the City of Courtenay, in writing, of any change in payment amount, financial institution and/or account information or cancellation at least 14 days before the next payment date.

The City of Courtenay may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least 10 days prior written notice to me/us.

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

**TAX INSTALMENT PREPAYMENT PLAN - TERMS AND CONDITIONS**

**Monthly Payment Options**

Option 1: Calculated Monthly Instalment

Calculated on the previous year’s gross taxes less the Home Owner Grant (if claimed) divided by 10 monthly instalments. The calculated monthly instalment amount is an estimate and is not a guarantee of the amount of taxes that may be levied. The calculated monthly instalment will be recalculated every year. Any balance owing on the annual tax notice must be paid by the tax due date to avoid penalty charges. I understand there may be a change in the amount of the calculated monthly instalment beginning in August of each year as a result of a revised calculation for the annual levy. Notification of any changes will be detailed in a letter in July.

Option 2: Fixed Monthly Instalment

The amount of the fixed monthly instalment is agreed upon between the Tax Instalment Prepayment Plan applicant and the City of Courtenay at the time of application. Any balance owing on the annual tax notice must be paid by the due date to avoid penalty charges. I understand if I am enrolled in the fixed monthly instalment, the payment never changes unless I notify the City of Courtenay to change said payment.

**Refunds and Transfers**

In the event that you sell your property during the year while on the Tax Instalment Prepayment Plan, you MUST terminate the instalment plan. **The sale of property DOES NOT automatically stop the instalment plan.** The prepayment or credit will remain on account with the property, payments will not be refunded or transferred. The City will provide a Tax Certificate showing the total of the prepayments to date for the purpose of adjustments by a lawyer or notary public on conveyance of the property. Should a refund be insisted upon by the property owner or legal representative, an administration fee of \$50.00 will apply. Refunds will be paid no earlier than three (3) months after the request has been received by the City of Courtenay.

**Home Owner Grant**

I acknowledge and understand that I must apply for the Provincial Home Owner Grant (if eligible) by the property tax due date in July each year to avoid statutory penalties. To claim the basic or additional grant, property owners must meet eligibility requirements and complete the application form each year. Home Owner Grant applications that are incomplete, unclaimed or late will result in a 10% statutory penalty.

**Dishonoured Payments**

All dishonoured payments will be subject to a service charge set out by the City of Courtenay. I acknowledge the right of the City of Courtenay to cancel my participation in the prepayment plan if two consecutive payments are not honoured by my financial institution.

**IMPORTANT**

- I understand that I am governed by the Terms and Conditions of the Tax Instalment Prepayment Plan as they exist at any given time as per the Tax Prepayment Bylaw No. 2240, 2002.
- I certify that all information provided with respect to the account is accurate. I warrant and guarantee that all persons whose signatures are required to sign on the account have signed this authorization
- I agree to pay all balances owing as stated on the annual property tax notice. I acknowledge the right of the City of Courtenay to cancel my participation in the payment plan if my tax account contains arrears from previous tax years.
- The Local Government Act regulates that the current taxes remaining outstanding after the due date will be assessed a 10% statutory penalty.

I have been given a copy of the TAX INSTALMENT PREPAYMENT PLAN - TERMS AND CONDITIONS for my records.

Authorized Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Corporation of the City of Courtenay  
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