



**CITY OF PRINCE ALBERT
APPLICATION FOR TAX INSTALMENT PAYMENT PLAN
SERVICE (TIPPS)**

PLEASE PRINT

ROLL NUMBER	LOCATION ADDRESS	POSTAL CODE
APPLICANT(S) NAME	BUSINESS PHONE	HOME PHONE
APPLICANT(S) NAME	BUSINESS PHONE	HOME PHONE
APPLICANT(S) ADDRESS (IF DIFFERENT THAN THE LOCATION ADDRESS)		POSTAL CODE

In which month would you like to start making TIPPS payments? _____

Note: You can participate in TIPPS if your application is received either prior to December 10th in the case of a January 1st implementation or two weeks before your first instalment payment up to the end of April of the taxation year.

YOU MUST INCLUDE ONE OF THE FOLLOWING:

- ☐ Blank cheque marked <<void>> with correct mailing address; or
- ☐ Pre-authorized payment form provided by your financial institution

I/We the applicant(s) authorize my/our above named financial institution to electronically debit my/our account for the monthly tax instalment payment payable to The City of Prince Albert on the first day of each month as payment in part of the taxes for the above named property. The treatment of each payment shall be the same as if the undersigned had personally issued a cheque. I/We acknowledge the right of The City of Prince Albert to cancel my/our participation in the payment plan if any debits are not honoured by the participant's financial institution. Unpaid taxes as of the date of termination of participation in the plan are subject to penalties as per the Discounts and Penalties By-law. I/We acknowledge there may be adjustments in the amount of the monthly payment year as a result of The City of Prince Albert's annual tax levy. I/We agree to provide two weeks written notification if I/we change bank information, sell the property, or wish to cancel participation in the plan for any reason.

CONDITIONS AS STATED ON THE CITY OF PRINCE ALBERT INTERNET PAGE

AUTHORIZED SIGNATORS OF THE ABOVE ACCOUNT MUST SIGN THIS APPLICATION

SIGNATURE(S)	DATE (YYYY MM DD)

**City of Prince Albert
Financial Services - Taxation Division
1084 Central Avenue
Prince Albert, SK
S6V 7P3**

Phone: (306) 953-4320

Fax: (306) 953-4347

Email: taxation@citypa.com