



**APPLICATION/CHANGES/CANCELLATION FOR
TAX INSTALMENT PAYMENTS
PLAN SERVICE (TIPPS)**

PLEASE PRINT

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

Note: You can participate in TIPPS if your application is received either prior to December 10th in the case of January 1st implementation or by the 10th of the month prior to your first payment up to April 10th of the taxation year. If your application is received in the current taxation year the equivalent of the missed monthly payments must be made at the time of application.

New Application

Please include one of the following:

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

Change Bank Information

- Blank cheque marked <<void>> with correct mailing address

Cancellation Request

I/We wish to cancel my/our participation in the Tax Instalment Payment Plan Service (TIPPS) due to one of the following reasons:

- Sold property
- Prefer annual payment
- Other _____

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| <p>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 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.</p> <p align="center">CONDITIONS AS STATED ON THE CITY OF PRINCE ALBERT INTERNET PAGE</p> |
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AUTHORIZED SIGNATORS OF THE ABOVE ACCOUNT MUST SIGN THIS APPLICATION

| SIGNATURE(S) | DATE(YYYY MM DD) |
|--------------|------------------|
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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