



# Town of Sainte-Anne T.I.P.P.S. Application Form

Pre-Authorized Debit Agreement (Payor's PAD Agreement)

30B Dawson Road, Sainte-Anne, MB R5H 1B5

Ph: (204) 422-5293

Fax: (204) 422-5459

Email: [admin@steanne.ca](mailto:admin@steanne.ca)

New Authorization:  Change to Existing:

### Registered Owner(s) Information (Please Print Clearly):

Tax Roll Number:		Name of Registered Owner(s):	
Suite:	Street Number:	Street Name:	
Mailing Address (If different than street address)			
City:		Province	Postal Code:
Home Phone:	Cell Phone:	Work Phone:	
Email Address			

### Banking Information in which Payments are to be withdrawn from:

Financial Institution Name:		Financial Institution Address:	
City	Province	Postal Code	
Phone Number			

<b>Account Details: Must attach a Void Cheque or Verified Banking Information Document</b>			
<b>BANK ID:</b>	<b>TRANSIT NUMBER:</b>	<b>BANK ACCOUNT NUMBER:</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

I/We, the undersigned Applicant(s), authorize my/our above-named Financial Institution to electronically debit my/our account for the monthly Tax Instalment Payment Plan Services (TIPPS) payable to the Town of Sainte-Anne on the 15<sup>th</sup> day of each month as payment in part of the taxes for the above named property.

I/We also agree to all the terms and conditions regarding TIPPS, including payment of all outstanding taxes prior to enrollment.

I/We waive any and all requirements for pre-notification of debiting, including, without limitation, pre-notification of any changes in the amount of the PAD due to a change in any applicable tax rate, top-up, or adjustment.

<b>Any account that requires two signatures must have the same on this application form.</b>	
<b>Signature:</b> _____	<b>Signature:</b> _____
<b>Name:</b> _____	<b>Name:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____

Application forms along with the required voided cheque or banking information document from your Financial Institution can mailed to the address above, faxed, or dropped off in person at the Town of Sainte-Anne Office.

<b><i>Town Office Use Only</i></b>	
Date Received:	“Catch Up” Payment Required: Yes No
Notes:	

### **Terms and Conditions:**

The Town of Sainte-Anne (Payee) has set out the following terms and conditions in regards to the Tax Instalment Payment Plan Services (TIPPS). The Registered Owner(s) (Payor) as listed on the application form, upon signing said application, agree to the following terms and conditions:

1. All withdrawals will be made on the 15<sup>th</sup> day of each month, except in cases where the 15<sup>th</sup> falls on a weekend or a holiday, then the withdrawal will be made on the next business day following the 15<sup>th</sup>;
2. The authorization for monthly withdrawals is continuing. The Payor(s) agrees to provide written notice (by letter or email) to the Payee, of any changes to banking or personal information, or to cancel participation in the TIPPS program by the 1<sup>st</sup> of the month;
3. The TIPPS program is from August 1<sup>st</sup> to July 31<sup>st</sup>. On the 15<sup>th</sup> of July, any amount left owing on the Payor's tax roll(s) **will be automatically withdrawn from the Payor's account on that day**;
4. Any application received after August 1<sup>st</sup>, a "catch up" payment will be required based on 12 months (August to July). Any applications received after December 1<sup>st</sup> may result in larger payments until July 31<sup>st</sup> of the next year, or may only start the following year on August 1<sup>st</sup>;
5. All prior outstanding tax balances must be paid in full prior to enrollment in the TIPPS program;
6. New charges of supplementary taxes and omitted assessment (for improvements or new construction) or outstanding charges added to the tax roll (throughout the year) are not included in the plan. **They must be paid for as they become due.**
7. No application fees are required to enroll in the TIPPS program;
8. Any payments withdrawn from the account that are dishonored by the Payor's Financial Institution by reason of non-sufficient funds, stop payment, account closed, etc. will result in an NSF fee be applied to the tax roll in accordance with the Town of Sainte-Anne Fees and Charges Policies and due and payable by the Payor. Will also result in the **immediate removal of the Payor from the TIPPS program.**
9. Each year on August 1<sup>st</sup>, the monthly withdrawals will be adjusted to reflect any increase in the municipal tax rate of that current year. If the Payor wishes have larger monthly withdrawals then the set amount, they may do so in writing to the Payee via email or letter.
10. The Payor authorizes the Payee, in accordance with the terms and conditions, to debit or cause to be debited, the Payor's banking account for the purposes of the TIPPS program.