



# EAST ST. PAUL T.I.P.P.S. APPLICATION FORM

3021 Birds Hill Road, East St. Paul, MB R2E 1A7  
PH: 668 – 8112 FAX: 668 – 1987

## TERMS AND CONDITIONS

1. The withdrawals are made on the 15<sup>th</sup> of each month except in cases where the 15<sup>th</sup> falls on a weekend of a holiday, the withdrawal will be made on the next business day following the 15<sup>th</sup>.
2. Any payments withdrawn from the account that are dishonoured by the Payor's financial institution by reason of non-sufficient funds, stop payment, account closed etc., will entitle the Payee to remove Payor from the Tax Installment Plan without prior notice.
3. Any payments that are dishonoured by the Payor's financial institution due to non-sufficient funds will incur a \$25.00 NSF fee, which will be added to the applicable tax roll and will be due and payable by the Payor.
4. Monthly payment amounts from August to December will automatically be adjusted in accordance with any increase in the municipal tax rate as indicated on the property tax bill.
5. Any amount left owing on the Payor's tax account as of the 15<sup>th</sup> of December each year, will automatically be withdrawn from the Payor's account on that day.
6. All Property tax levies, current and arrears, and including any supplementary tax levies, or other charges and transfers must be paid in full prior to the ignition of The Tax Installment Payment Plan Service (TIPPS).
7. New Charges for supplementary taxes and omitted assessments (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.**
8. The Payor is responsible to advise the Payee, **in writing by the 1<sup>st</sup> of the month**, of any changes required in that month (i.e. Payor information, account information, cancellation of Plan).
9. DEADLINE for T.I.P.P.S is March 15<sup>th</sup>; a lump sum "catch up" payment may be required.

## PAYOR INFORMATION (PLEASE PRINT CLEARLY)

Payor Name:

Mailing Address:

Postal Code:

Telephone:

Payment Start Date: (circle one)

JAN

FEB

MAR

Signature of Payor:

Date:

Property Address:

Roll Number:

ATTACH VOID CHEQUE HERE

**PLEASE NOTE:** IT IS THE RESPONSIBILITY OF THE OWNER TO ENSURE THAT ALL OUTSTANDING AMOUNTS ON THE TAX ROLL ARE PAID BY DECEMBER 31<sup>ST</sup>.