

**RURAL MUNICIPALITY OF CORNWALLIS
APPLICATION FOR TAX INSTALLMENT PAYMENT PLAN**

ROLL NO.		LEGAL ADDRESS:	
APPLICANT NAME:	HOME PHONE:	CELL PHONE:	
APPLICANT NAME:	HOME PHONE:	CELL PHONE:	
APPLICANT(S) ADDRESS			
EMAIL ADDRESS:			

I/We the applicant(s) authorize my/our financial institution to electronically debit my/our account as shown on the attached VOID cheque, for the monthly tax installment payment payable to the Rural Municipality of Cornwallis on the 15th day (or the next business 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 Rural Municipality of Cornwallis to cancel my/our participation in the payment plan if any debits are not honoured by my/our financial institution. Unpaid taxes as of the date of termination of participation in the plan are subject to penalties as per the penalty by-law.

I/We agree to adhere to the policies of the TIPP program, and terms and conditions as outlined in Schedule A of the TIPP By-law.

APPLICANT'S SIGNATURE _____ Year ___ Mo ___ Day ___

APPLICANT'S SIGNATURE _____ Year ___ Mo ___ Day ___

**RETURN APPLICATION AND SAMPLE VOID CHEQUE TO
Rural Municipality of Cornwallis
Site 500 Box 10 R.R.#5
Brandon, MB R7A 5Y5**

For Office Use Only:

NET PRIOR/CURRENT TAXES:		÷ 12 MONTHS = \$	(MONTHLY INSTALLMENT AMOUNT)
PRIOR MISSED INSTALLMENTS RECEIVED:	MONTHLY PAYMENT:		
AMOUNT \$ X MONTHS = \$	\$		
MONTHLY PAYMENTS WILL BEGIN:	APPROVED BY:	INPUT DATE:	
15 TH DAY OF _____, 20_____.			



Rural Municipality of Cornwallis
Site 500 Box 10 RR #5
Brandon, MB R7A 5Y5
Ph. 204-725-8686 Fax. 204-725-3659
Website: www.gov.cornwallis.mb.ca
Email: info@gov.cornwallis.mb.ca

TAX INSTALLMENT PAYMENT PLAN (T.I.P.P.)

T.I.P.P. is a monthly tax installment payment plan by which taxpayers may make consecutive monthly payments for taxes rather than a single annual payment.

YOU CAN JOIN T.I.P.P. IF:

- Your tax account is not in arrears.
- You have chequing privileges at a financial institution (bank, trust company, treasury branch or credit union)
- Your taxes are not presently paid through a mortgage company (P.I.T.).
- Your application is received prior to December 15, or application is received prior to June 30 with an initial payment of the missed installments paid at the time of application.

MONTHLY PAYMENTS ARE CALCULATED AS FOLLOWS:

Your most recent annual tax levy is divided by 12 installments to establish a monthly payment. Payments begin January 15 of each year, or the next banking day, and continue each consecutive month until the account is paid. Payment amounts will be adjusted in June to compensate for changes in taxes resulting from the annual tax levy. The tax bill, usually issued in May each year, will show a total amount of installments to date. **Neither prepayment discounts nor late payment penalties apply to payments made while enrolled in this plan.**

Payments may only be made by automatic withdrawal from an account with chequing privileges at a financial institution. You must give written permission before the withdrawal will begin. The Rural Municipality of Cornwallis does not charge for this, however, normal bank service charges may apply. If you change bank accounts, it is your responsibility to inform the Rural Municipality of Cornwallis of the change at least two weeks in advance of the next payment.

PROPERTY TAX ADJUSTMENTS AND T.I.P.P PAYMENTS:

Any changes or adjustments, other than the annual tax levy and the supplementary billing, will automatically terminate T.I.P.P and all unpaid taxes become payable on the original due date, and are subject to penalties in accordance with the Tax Discount and Penalty By-law.

A supplementary tax bill is issued when a building is renovated or residence is completed in the current tax year and the assessed value of the building was not included in the annual tax bill issued in May.

Supplementary bills will be billed separately and must be paid in full by the due date. The T.I.P.P installment amount will not be adjusted until the following year.

As per Rural Municipality of Cornwallis TIPP By-Law we are required to notify customers if there is a change in the monthly amount of \$10.00 or more.

WITHDRAWAL/CANCELLATION:

You may withdraw from the plan by giving notice, in writing, at least two weeks before the next payment date.

NOTE: If you withdraw or your plan is cancelled, all unpaid taxes become due and payable as originally billed, and are subject to penalty in accordance with the penalty by-law.

SELLING PROPERTY DURING THE YEAR?

If the property is sold or title is transferred, it is your responsibility to inform the Rural Municipality of Cornwallis Office, in writing, at least two weeks in advance of the next payment. All unpaid taxes become due and payable and are subject to penalty in accordance with the penalty by-law. T.I.P.P. payments are non-transferable. If you move to a new location you may re-apply for plan eligibility and payments would commence the following January or sooner if application is received before June 30.