



**Your TIPPS summary notes:**

Property Address: \_\_\_\_\_

TIPPS Amount: \_\_\_\_\_

First Payment: \_\_\_\_\_

**Notes:**



## What is TIPPS?

TIPPS is a payment plan which provides an opportunity to make monthly payments for property taxes rather than a single annual payment.




## Tax Installment

Pre-payment Plan Service  
(TIPPS)



 **Town Hall, 91 24<sup>th</sup> Street**

—  
 **306-937-6200**

—  
 **reception@battleford.ca**

—  
 **www.battleford.ca**





## How does TIPPS work?

Payments are made monthly. The monthly payment amount is calculated by dividing your tax levy by the number of months in a year. Initially installments will be based on an estimate of your tax levy. Once the town sets the mill rate, payment amounts will be adjusted based on the current tax levy. The withdrawals will take place on the last day of each month. You must give written authorization together with bank account information before withdrawals will begin.

### Why should I sign up for TIPPS?

- It makes budgeting easier.
- It's easy, convenient and secure.
- It eliminates the potential risk of late payment penalties.
- TIPPS automatically continues from year to year.



## How do I apply for TIPPS?

Complete and return the authorization form, (printed copies located at Town Hall or print a copy from our website), along with a voided cheque from your financial institution.

For TIPPS service on multiple properties, submit one application listing all properties affected.

Payments will continue to be withdrawn unless you contact Town Hall.

Note: If your home was a new build and was completed in the current calendar year, please call the Taxation Department at (306) 937-6200 prior to signing up for TIPPS.

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*To be eligible, your current year property tax account must be paid in full. Taxes are due the last business day of August.*

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## How does property tax adjustment affect my TIPPS payments?

The monthly TIPPS installment amount will be adjusted accordingly the following January.

## What happens if I sell my property during the year?

If you sell your property, TIPPS participants are requested to inform the Taxation Department in writing at least two weeks in advance of the next payment. If you purchase a new property within the Town of Battleford, you will be required to re-apply to continue the TIPPS program.

## How do I cancel TIPPS?

Payments will continue to be withdrawn unless you contact the Taxation Department or give written notice at least two weeks before the next payment is due. This is to ensure your bank account is not debited for the next instalment.

## Will I receive any discounts?

No discount, penalties or interest charges are levied on a TIPPS account in good standing. If you withdraw from TIPPS or are terminated for NSF reasons, all balances become due and payable and subject to prevailing interest penalties.

Ask us about:  
Water Installment Payment Plan  
Service (WIPPS)