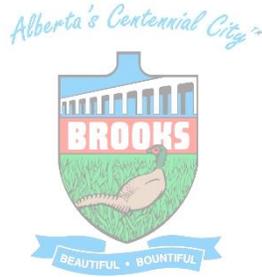


TAX INSTALMENT PRE-PAYMENT PLAN (TIPP)



What is TIPP?

TIPP is the Tax Installment Pre-Payment Plan by which taxpayers pre-pay their property taxes in monthly installments by pre-authorized transfer of funds from their bank account, rather than one single tax payment.

What are the advantages of TIPP?

- TIPP is a convenient and reliable method to ensuring that your tax bill is paid.
- A credit interest will be applied to pre-paid amounts on May 1st of every year for those who are participating in TIPP.

How does TIPP Work?

- Payments start in the month of enrollment and are withdrawn on the last business day of each month.
- Payments are calculated by adding the estimated annual levy of taxes and dividing by the number of months remaining until May 30th of the subsequent taxation year.
- The final payment of the year (last business day in May) shall be calculated as the difference between the actual annual levy and the amounts previously paid in installments, less any credit interest applied.
- Once you are enrolled in TIPP you will be automatically renewed on the plan each year.

Who can enroll in TIPP?

All taxpayers are eligible providing all outstanding taxes, tax arrears, and penalties levied to the taxpayer by the City have been paid in full.

When and how can I enroll in TIPP?

- You can enroll in TIPP anytime throughout the year. Drop by City Hall with a void cheque or pre-authorized payment form to get signed up, or contact us by phone at (403) 362-3333, or by e-mail at taxes@brooks.ca for more information.

Withdrawal or Cancellation

- You may withdraw from TIPP by giving written notice not less than two weeks before the next payment date.
- If any monthly payments are missed the City of Brooks has the option to cancel the TIPP agreement.
- Any payments that are dishonoured by the bank may be subject to a service charge.

For Further Information Contact:

CITY OF BROOKS

201-1st Avenue

Brooks, AB T1R 0Z6

Phone: (403) 362-3333

Fax: (403) 362-4787

e-mail: taxes@brooks.ca

www.brooks.ca