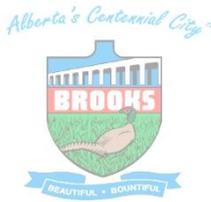


TAX ARREARS INSTALMENT PAYMENT PLAN (TAPP)



- Monthly payments consist of:
All current year taxes, penalties and taxes in arrears + all estimated taxes throughout the term of the plan+ all estimated penalties during the term of the plan. Then divided by the number of months in the plan.

What is TAPP?

TAPP is the Tax Arrears Instalment Payment Plan which allows taxpayers to make consecutive monthly payments for current and taxes in arrears over a term not exceeding 36 months. Payments are made by pre-authorized transfer of funds from their bank account, rather than one single tax payment.

What are the advantages of TAPP?

- TAPP breaks the annual tax payment into monthly payments to make budgeting easier while still paying off the arrears.
- Individual Tax Arrears Plan is created to avoid progressive collection action such as a Tax Sale of the property.
- TAPP is designed to transition into the Tax Installment Payment Plan (TIPP) upon full payment of current taxes and taxes in arrears.

Who can use TAPP?

- All taxpayers whose taxes are in arrears are eligible.

How does TAPP Work?

- Regular monthly payments are made on the last business day of every month for the term of the Tax Arrears Plan.

When and how can I apply for TAPP?

- To apply for TAPP, you are required to complete and sign the Pre- Authorized Debit Application form that is available at City Hall or on our website. Attach a void cheque to the completed forms and return in person, by fax or e-mail.
- Once your application is approved a Tax Arrears Plan will be developed as well as a required agreement outlining the terms of the plan.

Withdrawal or Cancellation

- You may withdraw from TAPP by giving written notice not less than two weeks before the next payment due date.
- If any monthly payments are missed the City of Brooks has the option to cancel the TAPP agreement.
- Any payments that are dishonoured by the bank may be subject to a service charge.
- If you withdraw, or the City cancels your TAPP agreement, all unpaid taxes become due payable.

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