



902 7th Avenue
 Canmore, AB T1W 3K1
 Phone 403.678.1506 / 403.678.7134
 www.canmore.ca

Change of Bank Account Information for owners currently enrolled in Tax Installment Payment Plan (TIPP) and/or Pre-authorized Utility Payment Plan (PUPP)

Submit completed application and new banking to:
taxes@canmore.ca water@canmore.ca

Tax Roll	
UT Acct	
Parking	
For Office Use Only <input type="checkbox"/> C1 <input type="checkbox"/> C2	

Revised Feb/23

SECTION A - Property Identification

Street Address of Property _____

SECTION B - Customer Identification

Applicant Name (must match banking information) _____

If the property owner is a business, I declare that I am legally authorized to sign for the above named business.

	<i>Name (Printed)</i>	<i>Signature</i>
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Mailing Address: _____

<i>Street Address</i>	<i>Town/City</i>	<i>Prov/State</i>	<i>Postal/ZIP Code</i>	<i>Country</i>
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Daytime Phone: _____ Email: _____

SECTION C - New Banking Information Shall Apply to:

- Tax Installment Payment Plan (TIPP)**
 Begin the automatic withdrawal from the new bank account on the 15th day of _____
Month
- Pre-authorized Utility Payment Plan (PUPP)**
 Begin the automatic withdrawal from the new bank account on (CHECK ONE):
- Current due date of _____ **OR** Future due date of _____
- ** Completed form and new banking must be received no less than 5 business days before the due date

SECTION D - New Banking Information - Canadian Banks Only

Attach a 'VOID' cheque here (handwritten bank account information will not be accepted).
 An official Pre-Authorized Debit (PAD) agreement from your banking institution will be accepted.
 The name on the cheque must correspond with the applicant signature on this form

SECTION E - Authorization

I am notifying the Town of Canmore that I wish to change the bank account information for the Tax and/or Utility Payment Plan(s). Any banking information previously supplied for this property will be deleted. I have read and understood the conditions as outlined on page 2 of this form and I authorize the Town of Canmore and the attached financial institution to debit the referenced bank account.

Electronic Notifications: *Please send my utility bill by email*

Apply online for a username and password to access your accounts via our web portal: www.canmore.ca/online-access

	Signature
	Date

FOIP Notification:
 The Town of Canmore is collecting your personal information under the authority of section 33c of the Alberta Freedom of Information and Protection of Privacy Act. This information will be used for the purpose of administering property tax and utility accounts for the Town of Canmore. If you have any questions about the collection of your personal information, you may contact the Town of Canmore Property Tax Coordinator at 403.678.1506, 902 7th Ave, Canmore, AB, T1W 3K1.



Terms & Conditions
TIPP (Tax Installment Payment Plan)
PUPP (Pre-authorized Utility Payment Plan)

902 7th Avenue, Canmore, Alberta, T1W 3K1

Taxes: 403-678-1506 taxes@canmore.ca / Utilities: 403-678-7134 water@canmore.ca

Rev. Feb/23

A. General Terms

1. TIPP operates on the calendar year (January to December) with automatic debits drawn on the 15th day of each month (or the next business day if the 15th falls on a weekend or holiday).
2. PUPP payments are withdrawn from your bank account on the Due Date as noted on your current utility bill.
3. TIPP / PUPP automatically renew each calendar year unless cancelled by written notification.
4. In order to qualify for the payment plan(s), both tax and utility accounts for this property must be paid up-to-date.
5. It is the applicant's responsibility to confirm that payments are being successfully withdrawn from their bank account.
6. Terms & conditions are subject to change without notice.

B. TIPP Calculations

1. TIPP installments are calculated based on 12 payments per year, January - December.
2. A start-up payment equivalent to the months missed will be required for any new enrollments after January.
3. Installments are recalculated each year prior to the January and July debit dates.
4. The December payment will be the total balance owing to ensure that the property tax account is paid in full by the end of each calendar year.
5. In July once tax levies are known, the monthly debit amount is rebalanced by subtracting any pre-payments from the current balance and dividing by the remaining months of that year. If there were no taxes levied the previous year, enrollment will be at the discretion of the Property Tax Department until the current year tax levy is known (usually in late May).
6. In July, once tax levies are known, the monthly debit amount is rebalanced to 1/12 of the current year levy.
7. Supplementary Levy issued to homes completed after December 31st of the previous tax year are NOT included in TIPP calculation and are due in full per the due date on the Combined Supplementary Assessment and Tax Notice.

C. Changes & Cancellations Visit www.canmore.ca/taxes for the applicable change forms.

1. TIPP: Written notification sent to taxes@canmore.ca must be provided **no later than the 5th OF THE MONTH** in order to:
 - a) Change banking information
 - b) Cancel the plan for any reason
2. PUPP: Written notification sent to water@canmore.ca must be provided **no later than the 18th OF THE MONTH** in order to:
 - a) Change banking information
 - b) Cancel the plan for any reason
3. TIPP & PUPP are not transferrable. New application from(s) must be completed for each property owned.
4. If the property is sold, the seller or representing lawyer must ensure that a final utility bill has been requested to the date-of-sale and is paid in full upon the sale of the property. A final bill can be requested at www.canmore.ca/finalutilitybill

D. Penalties & Service Charges

1. The Town of Canmore does not charge any fees or interest for this auto debit service providing that all terms and conditions of the plan are met. Standard bank service charges may be applied by your financial institution.
2. Should a payment default, the Town of Canmore reserves the right to apply service charges to the account per the Master Fee Schedule, impose penalties in accordance with the bylaw or remove the taxpayer from TIPP/PUPP.
3. Any default payment, including any service charge, must be paid in full prior to the next debit date to remain on the program.
4. Two returned installments within a 12-month period may result in the removal of the tax account from the auto-withdrawal
5. Upon cancellation or removal from TIPP/PUPP, the conditions of the prepayment authorization would be considered null and void, and all regular penalties will be applied on all unpaid balances per Tax Penalty Bylaw 2016-20 / Utility Penalty Bylaw 39-2003.

E. Electronic Notifications (if applicable)

1. It is the responsibility of the applicant to ensure that their email address is kept current with the Town of Canmore Finance Department for all future correspondence. The Town of Canmore will not be responsible for the non-receipt of notifications due to an invalid email address or the applicant's server malfunction.
2. Please be sure to add eBilling@canmore.ca to your safe sender list.
3. Non-receipt of your notices does not exempt you from penalty due to late payment.

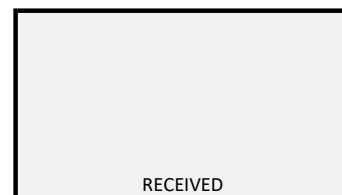
Terms and Conditions are subject to change. The Town of Canmore will endeavour to notify clients of any amendments made to the terms and conditions of the auto-payment plans &/or electronic notifications. Please be sure to keep your contact information current for correspondence from the Tax & Utility Department.

Office Use Only

Copy of form given to applicant Yes/No

Application received by:

In Person By Mail



Staff Initials: _____