

FREQUENTLY ASKED QUESTIONS

WHAT IS TIPPS?

TIPPS is a service we provide to our property owners to allow you to prepay your taxes in monthly installments.

HOW DOES IT WORK?

TIPPS payments are automatically withdrawn from your bank account on the tenth business day of each month. The withdrawal date may vary slightly at each financial institution.

To ensure your taxes are paid by June 30th the monthly withdrawal is calculated by taking the current tax bill and dividing it by the number of months between enrollment date and May of the upcoming year. In June the amount withdrawn from your account is the difference between the previous year's taxes and the payments we received over that time period.

You will be notified in May what the final withdrawal amount will be in June as well as the new monthly installment amount that will take effect in July.

ARE THERE ANY FEES?

The City of Yorkton does not charge interest or service fees for this service. NSF fees will be charged on returned payments.

WHAT HAPPENS IF MY TAXES CHANGE DURING THE YEAR.

Supplementary Tax bills (due December 31) are issued in the fall for any changes to your property during the current tax year. **Contact** us if you wish to use TIPPS to pay a Supplementary Tax bill as it will not be automatically included in TIPPS.

DO I QUALIFY FOR THE TIPPS PROGRAM?

You qualify for the TIPPS program if you meet all of the following:

1. Your property tax account is paid in full at the date of application.
2. You have banking privileges at your financial institution (bank, trust company or credit union) for automatic withdrawals from a deposit account. Credit cards and line of credit accounts cannot be used for TIPPS.
3. You are not paying property taxes through your mortgage company. You can enroll in the TIPPS program once you end the arrangement with your mortgage company.

WHAT HAPPENS IF A PAYMENT IS RETURNED NSF?

If any TIPPS payments are returned by your financial institution, the City of Yorkton has the option to cancel TIPPS without notice. After the third NSF the TIPPS program is automatically cancelled. Once this happens all unpaid taxes are due and payable June 30 and are subject to penalties after this date.

HOW DO I CANCEL OR MAKE CHANGES TO MY TIPPS PROGRAM?

You must provide two weeks' notice if you wish to cancel out of the program, or if you purchase or sell a property. We also require two weeks' notice for a change to your banking information. Cancellation and Change of Bank Information forms are available online at www.yorkton.ca or at City Hall.

HOW DO I ENROLL?

Complete the application form and return it to us by e-mail, fax, mail delivery, or in person at City Hall. Applications will be accepted throughout the year with payments pro-rated based on the number of months remaining between the enrollment date and May 31st.

TIPPS – Tax Installment Payment Plan Service – Pre-Authorized Debit Application

Property Roll Number | _____

Property Civic Address: _____

Name: _____ Mailing Address _____

Phone: _____ E-mail Address: _____
Home or Cell Work

Financial Institution Name: _____ Branch Location: _____

VOID CHEQUE MUST BE ATTACHED or if you do not have a void cheque, please see your Financial Institution so they can complete a Pre-Authorization Form.

I/we authorize the City of Yorkton and the financial institution designated (or any other financial institution I/we may authorize at any time) to debit the bank account identified above on the tenth business day of each month for the current monthly amount of my TIPPS plan. The actual withdrawal date at my financial institution may vary slightly but I will ensure that my account has sufficient funds on deposit to cover the TIPPS withdrawal.

The TIPPS monthly amount will vary during the tax due period year (July to June). The TIPPS monthly amount is adjusted each July based on the tax levy of the then current year. The City of Yorkton will provide written notification of the changes to the withdrawal amounts noted above at least ten (10) days before the withdrawal dates. As TIPPS payments are rounded to the highest dollar amount throughout the year, the June withdrawal will be for the exact amount of outstanding property tax.

I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any Pre-Authorized Debit (PAD) that is not authorized or is not consistent with this PAD agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca.

This authority is to remain in effect until the City of Yorkton receives written notification from me/us of its change or termination. This notification must be received at least ten (10) business days before the next debit is scheduled. I/We may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement, at my/our financial institution or by visiting www.cdnpay.ca. City of Yorkton cancellation and change of bank forms are available online at www.yorkton.ca or available at City Hall.

Authorized Signature

Authorized Signature

Date

Date

Mail: _____ **or** _____
City of Yorkton
Box 400
YORKTON, SK S3N 2W3
Att: Property Tax Department

Drop off at: _____ **or** _____
City Hall Main Floor
37 Third Avenue North
Monday to Friday, 8:00 a.m. to 4:00 p.m.

E-mail: _____
kdurbin@yorkton.ca
cmclashen@yorkton.ca
Fax: _____
(306)786-6880

For Office Use Only

Application Approved: _____ Date _____ Application on Hold: _____
Grounds for hold _____

Annual Taxes: _____ Distribution Period: _____ Months TIPPS Monthly Withdrawal: _____

Date Entered: _____ Date Effective: _____ Entered By: _____