

**Tax Installment
Payment Plan Service (TIPPS)
Pre-Authorized Debit Agreement**

Please submit an application form and banking information for **each** property to be registered in the TIPPS Program. **The applicant must be the owner of the bank account being used. There can only be one active applicant on TIPPS on an account at a time. Line of credit accounts will be rejected by the bank.**

TIPPS is a monthly plan for annual levies. Payments in the amount of 1/12th of the annual levy will be withdrawn on the first business day of each month from the bank account provided with this application. Other charges applied to the property are not included in the TIPPS monthly scheduled amount and must be paid separately.

The first withdrawal may include an additional amount for plans starting after January 1. Written confirmation advising of the amount and date of the first withdrawal and future monthly withdrawals will be sent to the mailing address on file. Applications **must be received a minimum of 10 days before the end of the month** to be effective for the upcoming month.

Changes to monthly payment amounts: Pre-notification will be mailed if the monthly payment amount is increasing by \$10.00 or more per month.

TIPPS payments will not be refunded or transferred to another account. If you sell your property, you must cancel your current plan and submit an application for your new property.

If funds are not available on the first business day, your financial institution will try to withdraw the scheduled amount again within seven business days. If funds are not available after the second withdrawal attempt, written notification of the returned payment will be sent to the property owner. The City of Regina will apply a service charge to each tax account affected by the returned payment.

Changes to banking information: Submit a completed bank change form. The form is available at www.regina.ca or at City Hall. The form can be mailed or dropped off at City Hall or emailed to PropertyTaxPaymentPlan@regina.ca. Written confirmation to advise of the new banking information and the effective month for the change will be sent to the mailing address on file.

Cancellations from the program: Must be received in writing 3 business days before the next withdrawal. Upon cancellation, all unpaid taxes become due, payable and subject to penalties in accordance with *The Regina Administration Bylaw*.

Registered Owner (Print): _____

Property Address: _____ Account ID: _____

Applicant Name (Print): _____ Date: _____

Daytime contact number: _____ Other: _____

Applicant Mailing Address: _____

Bank Account Information: Void Cheque Verification Form Account Type: Personal Business

I have authority to sign for this bank account and I authorize the City of Regina and the financial institution shown on the enclosed "void" cheque or bank verification to begin monthly withdrawals from the account provided for payment of property taxes under the TIPPS program. This authority will remain in effect until it is ended in writing by me or the City of Regina. I agree the plan can be ended by either party. **By signing this form, I hereby agree to accept the terms and conditions as stated on this application form.**

Authorized Signature(s): _____ Received by: _____

Applications will not be processed without a signature.

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