

## How do other property tax adjustments affect my T.I.P. payments?

If, for any reason, charges are added to your property tax account you will be notified in writing of the addition, which will have to be paid **outside** the scope of the Tax Installment Plan. Failure to pay the addition by the due date will result in removal from the program.

The monthly T.I.P. amount does not include payment of any Supplementary tax bill that you may receive. Supplementary tax bills must be paid separately from the TIPS program. TIP amounts will not be adjusted for Supplementary bills until the following January. You will be notified in writing of the new monthly T.I.P. amount.

## What happens if I sell my property during the year?

When your property is sold, T.I.P. participants are requested to inform the Treasury Department in writing at least two weeks in advance of the next payment in order to stop the payments. The cancellation form is available on the City of Brandon's website: [www.brandon.ca/taxes](http://www.brandon.ca/taxes)

If you sell your property, your solicitor may be advised of the most recent tax levy and the total T.I.P. payments made to date on the tax certificate that is usually requested when a property is sold. Your solicitor should take these facts into consideration when making the final adjustment to the transfer of funds between you and the purchaser.

## How do I apply for T.I.P.?

To apply for T.I.P., complete and sign an application form and return it along with a sample cheque marked "VOID" to:

**THE CITY OF BRANDON  
TREASURY DEPARTMENT  
CITY HALL  
410 – 9<sup>th</sup> STREET  
BRANDON, MB  
R7A 6A2**

**Fax: 204-726-8546  
Email: [taxes@brandon.ca](mailto:taxes@brandon.ca)**

Please keep the first page of the application form for your records.

Application forms may be obtained at the above noted address or on the City of Brandon's website:  
[www.brandon.ca/images/pdf/taxes/tip\\_application.pdf](http://www.brandon.ca/images/pdf/taxes/tip_application.pdf)

## THE CITY OF BRANDON

# T A X I N S T A L L M E N T P L A N

**TREASURY DEPARTMENT  
CITY HALL  
410 – 9<sup>th</sup> STREET  
BRANDON, MB  
R7A 6A2**



**T.I.P. INFO LINE  
(204)729-2228  
(204)729-2592**

## What is T.I.P.?

T.I.P. is an automatic bank withdrawal payment plan established by By-Law 6416 by which taxpayers may make consecutive monthly payments for property taxes rather than a single annual payment.

## Why should I use T.I.P.?

Many people find it difficult to make a single large tax payment that becomes due once a year. Automatic bank withdrawals would break this large payment into monthly installments making budgeting for expenses easier.

## Who can use T.I.P.?

You can join T.I.P. if...

- your tax account is paid in full at the time of application;
- you have chequing privileges at a financial institution (bank, trust company or credit union);
- you do not presently pay your taxes through a mortgage company (P.I.T.)
- your application is received prior to June 15<sup>th</sup> and any monthly payments previous to June 15<sup>th</sup> are paid in full.

## How does T.I.P work?

Your monthly payment amount is calculated by dividing your most recent annual tax levy into 12 installment payments.

## Example

Preceding year's tax bills	\$ 1,200
Monthly payment required January through May ( $\$1200 \div 12$ )	\$ 100
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Current year's taxes	\$ 1,237
Less:	
payments January through May ( $\$100 \times 5$ )	\$ 500
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Balance owing at June 15	\$ 737

Therefore:

Monthly payment required June through December ( $\$737 \div 7$ )	\$105.29
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The recalculated amount of \$105.29 would continue through to May of the following year at which time a recalculation would be done.

## Payment Details

Payments are made by automatic withdrawal from an account with chequing privileges at a financial institution. The withdrawals take place on the fifteenth day of each month. You must give written permission before the withdrawals begin. This authorization is required only once. The deductions will continue until cancelled by either yourself or the City. The City of Brandon does not charge for this service; however, normal bank service charges may apply.

When you join, you must pay for the previous months in that calendar year when you were not a T.I.P member.

Neither prepayment discounts nor late payment penalties apply to payments made while using this plan.

In May, at the time of the annual tax billing, you will be notified of i) the total amount of installments paid to date ii) the actual taxes payable for the current year, and iii) the revised monthly payment which will begin on June 15.

## Withdrawal/Nonpayment

You may withdraw from the plan by giving written notice at least two weeks before the next payment date.

If three payments are not honoured by your Financial Institution in a calendar year, the City of Brandon will cancel the agreement and request payment of the total outstanding balance. Please note that payments that are returned for any reason are subject to a \$20 fee.

If you withdraw or your plan is cancelled, all unpaid taxes become payable on the original due date, and are subject to penalties in accordance with the Penalty By-Law No. 6658.

## Change of Account

If you change your chequing account, please advise the Treasury Department by providing a new VOID cheque, at least two weeks before the next payment is due.