

### Description

Form for signing up for the City of Grande Prairie's Tax Installment Payment Plan (TIPPs)

### Fees and Timelines

Your tax payments start in January of each year. If you are not signed up before December 31st, you can now sign up throughout the year. To do this, payments must be brought up to date and there is a late sign up fee if done after December 31.

### Submission Information

Return the signed form with a **VOID Cheque or Direct Debit Form** to City Hall either by mail to:  
**Tax Department, Bag 4000, Grande Prairie, AB T8V 6V3**, or by email to [taxinfo@cityofgp.com](mailto:taxinfo@cityofgp.com).

### Questions

If you have questions about the application form or the application process, please contact **780-538-0315**

### FOIP Act Policy

The personal information contained on this form is collected under the authority of the Municipal Government Act, Section 340(2) and the Freedom of Information and Protection of Privacy Act, Section 33(c), and will be used for the purpose of property tax collection. If you have any questions, please contact the City of Grande Prairie Tax Department at **780-538-0315**; Fax **780-814-7349**, or email [taxinfo@cityofgp.com](mailto:taxinfo@cityofgp.com)

**Instructions:**

1. Please complete all sections in order to instruct your financial institution to make payments directly from your account.
2. Please sign the terms and conditions listed below.
3. Return the signed form with a **VOID Cheque or Direct Debit Form** to City Hall either by mail to:  
**Tax Department, Bag 4000, Grande Prairie, AB T8V 6V3**, or by email to **taxinfo@cityofgp.com**.
4. If you have any questions, please call **780-538-0315**.
5. Fields that have an asterisk (\*) must be provided.

Applicant Information			
Payor Name *			
Property Address*			
Phone*		Email*	
Possession Date		Purchase Price (if new build)	
Office Use Only   DO NOT FILL OUT			
Roll Number		Tax Levy	<input type="checkbox"/> Estimate <input type="checkbox"/> Actual
Monthly Payment		Start Date	
Supplemental			
June		November	

**Please attach VOID cheque or Direct Debit form from your bank.**

- I authorize the City of Grande Prairie to debit my/our Account as indicated for all estimated property taxes payable to the City of Grande Prairie on the **last day of each month**.
- The treatment of each payment shall be the same as if I/we had personally issued a cheque authorizing payment as indicated and to debit the amount specified to my/our account.
- Any payments returned by the bank for **ANY REASON** are subject to a **SERVICE CHARGE**. This payment must be made paid within 10 days of the return date to avoid **CANCELLATION FROM THE PLAN**.
- This authorization may be cancelled by the **20th of each month with written notice**.
- This authorization will automatically renew your tax payments. **You do not have to reapply each year**.
- For an account where more than one person has to sign cheques, **all depositors must sign this application**
- In the event of a sale of the above noted property or a change in your bank account, it is your responsibility to immediately provide written notification to the Tax Dept at City Hall.
- Your tax payments start in January of each year. If you are not signed up before December 31st, you can now sign up throughout the year. To do this, payments must be brought up to date and there is a late sign up fee if done after December 31.
- **This authorizes your payments to be changed twice a year.** January through May's payments will be an estimated amount. June through December's payment will be recalculated and divided over the last seven months of the year based on the actual tax levy outstanding in order to bring your account to a zero balance.

Signature*		Date*	
Additional Signatures (if required)			