

R.M. of Macdonald - T I P P S PROGRAM

Why are we offering TIPPS and how do I sign up?

TIPPS will break your annual payment amount into monthly payments making budgeting for monthly expenses easier. To take advantage of TIPPS the only requirement is that you have a chequing account at any Canadian Financial Institution.

Applications for the TIPPS Program are available at the Municipal Office or on the Municipal website; www.rmofmacdonald.com. Applications must be filled out and returned to our office with a copy of a void cheque at least two weeks prior to the month you want to start TIPPS.

How does the program work and what will my monthly payments be?

October 1st of each year payments begin towards the following year's property taxes. In order to start the program October 1st the current year's taxes and any penalties or other charges must be paid in full by the September 30th due date.

Monthly payments are calculated by dividing the amount on your most recent annual tax statement by 12 months or, if you start after October 1st, the number of months remaining until the due date. TIPPS Payments are sent to the bank on the 1st business day of each month.

Written notice must be given by the applicant to the Municipality to be removed from the program.

Payment options:

When you apply, please specify the month to commence the TIPPS payment if you are entering the TIPPS Program after October 1st. Unfortunately the Municipality does not offer weekly, bi-weekly or semi-monthly payment options.

Since the monthly TIPPS payments are based on the previous year's taxes an adjustment to your monthly payment, if required, will be done in June once the current year's taxes have been calculated. You will be notified in writing of the amount of installments paid to date and the amount of your adjusted monthly payment for July, August and September to ensure your taxes are paid in full by the September 30th due date. At this time you will also be notified of the amount of your monthly payment towards the next year's taxes starting October 1st.

Can I sign up for TIPPS if my home has not been assessed yet?

Yes, you can sign up for our TIPPS program before your home is assessed. You must provide us with a value of your new home or building. **The Municipality will ESTIMATE the taxes for the building based on the information you provide. A letter will be sent to you and must be signed and returned to us acknowledging that the tax calculation for the home/building is an ESTIMATE ONLY before you will be added to TIPPS.** Once your home/building has been assessed, your monthly payments will be adjusted accordingly and you will be notified in writing of the new payment amount. ****Please note supplemental taxes for new assessment are due December 31st of the current year and your TIPPS payments will be adjusted to ensure the**

balance of the supplemental billing is paid in full by the December 31st due date. In December your payments will be recalculated and you will be notified in writing of your new payment amount for January to September.

Cancellation / NSF

You may withdraw from the TIPPS plan by providing the Municipality written notice at least two weeks before the next payment date. **IT IS IMPORTANT** to understand that if you withdraw or your plan is cancelled all unpaid taxes become due and payable and are subject to penalties in accordance with the Municipality's Financial Plan By-Law.

If any payments are missed or returned, the Rural Municipality of Macdonald has the option to cancel the agreement, and all unpaid taxes become due and payable and are subject to penalties in accordance with the Municipality's Financial Plan By-Law. **The current NSF (non sufficient funds) charge is \$30.00.** It is your responsibility to make up any missed payments along with any applicable penalties and service charges. If these payments are not made up by the due date of September 30th you will be removed from TIPPS for the following year until such time the outstanding balance is paid in full.

Changing Bank Accounts

If you change your chequing account, please advise the Municipal Office by providing a new VOID cheque at least two weeks before the next payment date.

Signing Up for TIPPS

The TIPPS application form is available on our website www.rmofmacdonald.com or you can pick up an application form at the Municipal Office, or call the Municipal Office to have an application mailed or emailed to you. **Complete and sign the TIPPS APPLICATION FORM and return it along with a cheque marked "VOID" to**

R. M. of Macdonald
Box 100
Sanford, MB R0G 2J0

The deadline for application forms to be received by the Municipal Office for the 12 month program is SEPTEMBER 15th of any given year.

If you have any questions please call our office at 204-736-2255 for more information.