

Pre-Authorized Tax Installment Payment Plan (TIPP) Application

PROPERTY INFORMATION			
Account #:	PAR ID / Ref #:		
Property Address:			
APPLICANT INFORMATION			
Owner Name:			
Mailing Address:			
Email:		Phone:	
I wish to receive text alerts Yes No			
PAYMENT PLAN OPTIONS – SELECT ONE			
1. Credit Card - Payment in full January 30		3. Pre-Authorized Debit - January - December	
2. Credit Card - January - August		4. Post Dated Cheques - January - August	
<i>By checking a box above, you are authorizing the Town of Portugal Cove-St. Philip's to charge your credit card or debit your bank account on the 30th of each month or next business day (except for February 28th).</i>			
Credit Card Information (8 payments)		Banking Information (12 payments)	
Card #:	_____ / _____ / _____ / _____	Transit #:	_____
Expiry:	_____ / _____	Institution #:	_____
		Account #:	_____
Account Balance:		Payment Amount:	
Payment Start Month:		No. of Payments:	
IMPORTANT NOTE:			
<ul style="list-style-type: none"> • <i>Applications received after January will require a reduction in number of payments to reflect the remaining months left in the plan.</i> • <i>Applied interest will not be removed following submission of an application.</i> • <i>Payment plans are re-occurring annually, with the payment amount adjusted to reflect the balance owing.</i> 			
AGREEMENT DISCLAIMER			
<ol style="list-style-type: none"> 1. I understand that Tax Installment Payment Plans are interest free only if the account balance is paid in full by December 31 of the fiscal year. 2. I agree to notify the Town of Portugal Cove–St. Philip's promptly in writing if there are any changes to my banking or credit card information. 3. I understand that I may cancel this authorization at any time by providing 30 days written notice to the Town of Portugal Cove–St. Philip's. 4. In the event that I cancel this agreement, I am aware that I am still responsible for my municipal tax obligations to the Town of Portugal Cove–St. Philip's. 5. Rejected and/or payments returned as insufficient funds (NSF) will be subject to a \$45 admin fee. The property owner will have five days to resubmit the payment. 6. If there is more than one NSF payment, I understand that I will be removed from the plan. 7. Defaulting on a payment plan will be considered as cancellation of the plan. Cancelled payment plans are then subject to retroactive interest. 8. I understand that payment plans are re-occurring annually, and the payment amount will automatically be adjusted based on the balance due. 			
Signature:		Date:	