

Pre-Authorized Tax Installment Payment Plan (TIPP) Application

Completed forms can be emailed to: ar@pcsp.ca

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	
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).			
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"> • Applications received after January will require a reduction in number of payments to reflect the remaining months left in the plan. • Applied interest will not be removed following submission of an application. • Payment plans are re-occurring annually, with the payment amount adjusted to reflect the balance owing. 			
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:	