

APPLICANT INFORMATION

Owner Name: _____

Mailing Address: _____

Phone: _____ Email: _____

PROPERTY INFORMATION

Address: _____

Account#: _____ Reference# / PAR ID#: _____

Current Balance: _____ Payment Required: _____

Payment Start Month: _____ No. of Payments: _____

PAYMENT PLAN OPTIONS (SELECT ONE)

TIPP payments are withdrawn on the 30th of each month or the next business day.

1. Credit Card - January to August

2. Pre-authorized Debit - January to December

Card #: _____ / _____ / _____ Institution #: _____

Expiry: _____ / _____ Transit #: _____

Account #: _____

AGREEMENT DISCLAIMER

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. I agree to notify the Town of Portugal Cove–St. Philip's in writing if there are any changes to my banking or credit card information. 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. 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.
2. Rejected payments 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 – nonpayment is considered a default. Defaulting on a payment will be considered as cancellation of the plan. Cancelled payment plans are then subject to retroactive interest. If there is more than one NSF payment, I understand that I will be removed from the plan.
3. I understand that payment plans are re-occurring annually, and the payment amount will automatically be adjusted based on the balance due.

Signature: _____ Date: _____