

## ***CITY OF MOOSE JAW***

<b><i>POLICY:</i></b>  Tax Installment Payment (TIPPs)	<b><i>EFFECTIVE DATE:</i></b>  April 1, 2020
<b><i>SECTION:</i></b>  Department of Financial Services	<b><i>APPROVED BY:</i></b>  Council Resolution #: 2020-05-11-166

**POLICY:**

1. Property Taxes may be paid in monthly installments where the property owner(s) has applied to the City and has been accepted to participate in the City's Tax Installment Payment Plan or TIPPs.
2. A property owner(s) that is paying property taxes in monthly installments as of the date of this policy is considered an approved applicant participating in the TIPPs program and subject to the terms of this policy.
3. The property taxes levied each year shall be paid in full in the calendar year they are levied to remain on the TIPPs program.
4. Any property that has property taxes in arrears, will not be eligible for the TIPPs program unless approved by the Director of Financial Services or their designate.
5. A property owner(s) will need to complete the TIPPs application form and supply all the required information.
6. A property owner(s) can apply for the TIPPs program at any time during the calendar year. However, if a property owner(s) wishes to apply at a date other than January 1<sup>st</sup> of the calendar year, the property owner(s) must pay the monthly installments for the months in the calendar year they were not enrolled in the TIPPs program. These payments must be paid prior to being accepted in the TIPPs program, unless approved by the Director of Financial Services or their designate.
7. If the prepayment of monthly installments required under item six (6) of this policy have been waived, those payments must be paid by December 31<sup>st</sup> of the calendar year in which the property taxes were levied or the outstanding balance will be subject to arrears penalties under the Tax Payment, Discounts and Penalties Bylaw and the property will be removed from the TIPPs program.

8. The TIPP's withdrawal amounts will be calculated each taxation year, when the property taxes are levied, and the Property Tax Notice is issued.
9. The TIPP's withdrawals will start upon acceptance of the application, and the payment of the required amount for monthly payments indicated in item six (6) of this policy. The payment amount will be automatically withdrawn on the first (1<sup>st</sup>) or the fifteenth (15<sup>th</sup>) of each month. The withdrawal date will be selected by the property owner(s) at the time of the application. If no withdrawal date is selected, the withdrawal will occur on the first (1<sup>st</sup>) of the month.
10. If a payment is returned NSF, the withdrawal will be represented for payment again approximately 7 to 15 days after the first or the fifteenth of the month.
11. A property owner(s) on the TIPP's program are allowed two (2) NSF payments before being removed from TIPP's. The property owner(s) will qualify to be reinstated to the TIPP's program after two payments are received from the property owner(s) in the form of cash, debit, online banking or by certified cheque or money order.
12. Property tax accounts accepted into the TIPP's program will not be subject to penalties for overdue balances on the taxes levied for the current year or arrears, if authorized by the Director of Financial Services in item 4 above, nor will the account be eligible for annual discounts under the Tax Payments, Discounts and Penalties Bylaw.
13. If a property owner(s), participating in the TIPP's program:
  - (a) is in default of any of the requirements of TIPP's;
  - (b) requests to be removed from TIPP's at least two weeks prior to the next withdrawal date; or
  - (c) receives notice from the City that the property owner(s) participation in TIPP's is cancelled;

then the property owner's participation in TIPP's is cancelled and all remaining unpaid balances on the property tax account are immediately due and thereafter, subject to the penalties provided for under the Tax Payments, Discounts and Penalties Bylaw.

14. The date of cancellation of TIPP's in subsection thirteen (13) is considered to be ten (10) business days following:
  - (a) the date the City sends a written notice to the property owner(s) by regular mail to the address listed on the property account, stating that:
    - (i) the property owner(s) is in default of the requirements of the TIPP's program and the property owner(s) participation in the TIPP's program is cancelled; or
    - (ii) the property owner(s) participation in TIPP's is cancelled; or

(b) the date the property owner(s) give written notice to the City that they no longer wish to participate in TIPPs.

15. Where a property owner(s) transfers ownership or sells a property where the property taxes are paid under the TIPPs program, the property shall be removed from TIPPs.
16. A onetime pandemic special repayment provision will apply for property tax accounts with outstanding balances. These property owners will be given the option to transfer their full outstanding balance, including arrears, to the TIPPS program. The requirement to have a zero-balance in item 4 and the requirement to pay any missed withdrawals in item 6 of this policy, will be waived for these properties, if the property owner(s) applies for the TIPPs program before December 31, 2020. The outstanding arrears balance, along with the regular tax billing for the year 2021, will be repaid in equal monthly installments without penalty or discount. If the property tax account is in arrears as of Jan 1, 2022, the account will be removed from the TIPPs program and be subject to the applicable penalties under the Tax Payments, Discounts and Penalties Bylaw. All other aspects of the TIPPS policy apply to this onetime pandemic special repayment provision.