



Monthly Payment Plan

ACCOUNT INFORMATION:

Date: _____

New Change Property Taxes Utilities Accounts Receivable (check all that apply)

Name: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Please email Town of Hinton invoices.

PROPERTY TAXES:

Property Address: _____

Tax Roll Number: _____

I will make monthly payments by: Online Banking Auto-Payment Walk-In Payment

Payment Plan Calculation for Property Taxes (at time of enrolment)

Current Levy: _____ divided by 12 months = _____ per/month.

Effective Date: _____

UTILITIES/ACCOUNTS RECEIVABLE:

Property Address: _____

Utility Account: _____ A/R Account: _____

Effective Date: _____

The personal information contained in this form is being collected under the authority of Section 33 (c) of the Freedom of Information and protection of Privacy (FOIP) Act, and is provided by the permission of the above resident(s) for the use of collecting records for the monthly payment plan of tax accounts in the Town of Hinton. If you have any questions about the collection, contact the Town of Hinton's FOIP Coordinator at 780-865-6002.



Monthly Payment Plan

TERMS AND CONDITIONS:

1. All accounts must be paid in full prior to the initiation of the Monthly Payment Plan.
2. I (We) understand that this plan is continuous and runs from January to December each year.
3. I (We) authorize the Town of Hinton to withdraw payments on the 15th day of each month using the bank account information provided.
4. The first five monthly withdrawals for property taxes are based on the previous year's tax levy. Tax notices are issued in May. Monthly payment amounts from June to December will be automatically adjusted in accordance with any change in the municipal tax rate. This ensures your tax account is at a zero balance on December 31st of each calendar year.
5. Any payments withdrawn from the account that are dishonored by the Payor's financial institution by reason of non-sufficient funds, stop payment, account closed etc., will entitle the Town to remove the Payor from the Tax Installment Plan immediately without prior notice, unless payment is made up before the 10th day of the next scheduled withdrawal month.
6. Any payments that are dishonored by the Payor's financial institution will incur a fee, which will be added to the applicable tax roll and will be due and payable by the Payor.
7. The Payor is responsible to advise the Town, in writing, by the 1st of the month, of any changes required in that month (ie. Payor information, bank account information, cancellation of the Plan, etc).
8. The Town of Hinton has the option to cancel your plan if there are more than 2 NSF returns in a calendar year, utility arrears are transferred to your tax account due to non-payment, continuous monthly payments are not being made or if there is any outstanding balance on your tax account on December 31st. In default of payment the full amount of outstanding taxes becomes due and payable and subsequently will become subject to terms and penalties within Bylaw No. 800-1.
9. Monthly Payment Plan applications are NOT transferrable from one property to another, a new application form must be completed for each property.
10. I (We) understand that If monthly payments are being made by walking in or online banking it is my (our) responsibility to make necessary adjustments to ensure taxes are paid in full for the current year by December 31 otherwise terms and penalties within Bylaw No. 800-1 will apply.
11. I (We) have read, understand and agree to the Terms & Conditions of the Monthly Payment Plan.

Signature of Applicant

Date

CONTACTS:

Property Tax Inquiries:	f: 780.865.5706	p: 780.865.6017	e: taxes@hinton.ca
Utility/AR Inquiries:	f: 780.865.5706	p: 780.865.6014	e: utilitybills@hinton.ca