

# Town of Three Hills Tax Payment Plan Form



## Payment Plan Setup

Name		Street Address	
Phone No		Email	
<p>I, owner of the lands described above, hereby make application to pay my property taxes by installment under the provisions of the <i>Municipal Government Act</i>, and further the Town of Three Hills Pre-Authorized Payment Plan Bylaw and any revisions and amendments thereto.</p> <p>Installments are calculated based on prior year tax levy or as an estimate of the current year tax levy with the intention of achieving a zero account balance every December. The Town reserves the right to amend monthly payment amounts and will notify you when the changes occur.</p> <p>This authorization will continue from year to year and may be cancelled with ten (10) days' written notice by the Applicant(s), and all outstanding amounts will become due and payable and subject to the provision of the Town of Three Hills Master Rates and Fees Bylaw and any revisions and amendments thereto. The Applicant(s) is/are responsible to advise the Town, in writing by the 20th of the month prior, of any changes required in the following month. This includes, but is not limited to, the Applicant's banking information.</p> <p>The Chief Administrative Officer, or their designate, may cancel the privilege of continuing in the Pre-Authorized Tax Payment Plan if any installment withdrawn from the account is dishonoured by the Applicants' financial institution due to insufficient funds, stop payment, or account closure. Any returned payments will be subject to the Town's NSF fee. The remaining unpaid balance will immediately become due and subject to the provisions of the Master Rates and Fees Bylaw.</p> <p>I have attached a VOID cheque or PREAUTHORIZED DEBIT FORM from my financial institution to this application which indicates the correct financial institution and account number from which the funds are to be withdrawn.</p>			

## Payment Plan Cancellation

Initial Here	I hereby request to be removed from the tax payment plan. I understand that any balance on the account(s) will be subject to penalties as per the Municipal Government Act and the Town of Three Hills Master Rates and Fees Bylaw. Requests must be made by the 20 <sup>th</sup> day of the month prior to allow for processing.
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Signature of Applicant	Date
<p><i>This information is being collected for the administration and processing of pre-authorized payments through the Town's financial institution in accordance with the Municipal Government Act and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to the Chief Administrative Officer at (403) 443-5822.</i></p>	

This form can returned to [taxes@threehills.ca](mailto:taxes@threehills.ca) or at the Town Office at 232 Main Street, Three Hills.

Office Use Only			
Received by	Roll No	Customer ID	Amount
Date Received	First Payment Date	Final Payment Date	