



TOWN OF BASHAW  
SCHEDULE "A" MONTHLY TAX INSTALLMENT AGREEMENT

TAX ROLL # _____	PREVIOUS TAX LEVY \$ _____
OWNER(S) _____	LESS CREDIT OWING \$( _____ )
CIVIC ADDRESS _____	TOTAL DUE \$ _____
MAILING ADDRESS _____	FIRST 5 MONTHLY PYMTS \$ _____
TELEPHONE _____	FINAL 7 MONTHLY PYMTS \$ _____

**THE FOLLOWING REQUIREMENTS ARE HEREBY AGREED TO:**

1. A property taxpayer who enters the installment Payment Plan shall pay equal monthly installments up until the time taxes are levied against the property on the basis of the taxes levied against the property in the preceding year. (January to May Installments) and are due on the 15<sup>th</sup> day of each month. Exceptions can be made for end of month payments.
2. Following the actual levy of the taxes for the current taxation year, the remainder of the outstanding property taxation indebtedness for the taxation year shall be discharged by equal monthly payments. Exceptions can be made for end of month payments.
3. Payments can be made by postdated cheques, direct debit, online banking, or preauthorized payments (withdraw payment from my bank account /void cheque attached).
4. In the event of a sale of the above noted property, I/We will notify the Town of Bashaw in writing at least 15 days prior to the next payment date, to arrange for cancellation.
5. In the event I/We change my/our bank account I/We will notify the Town of Bashaw at least 15 days prior to the next payment date.
6. If two (2) consecutive monthly tax installment payments are in default by the taxpayer, or if any payment is returned NSF, the Administrator shall cancel the said Monthly Tax Installment Payment Agreement and all taxes shall be due and payable in accordance with the Tax Penalty Bylaw.
7. Nothing in this Application form shall be interpreted to relieve the owner/applicant from the obligation to pay any taxes, including penalties, owing to the Town of Bashaw in the manner or the date or dates for payment established by bylaw of the Town of Bashaw.
8. By submission of this Application Form the applicant/owner acknowledges notification of and agrees to abide by the Terms and Conditions of the agreement provided by the Town of Bashaw.
9. In order for a property owner to qualify for eligibility to participate in the Installment Payment Plan, all outstanding taxes, arrears and penalties owed by the taxpayer shall have been paid in full by December 31 of the preceding year.
10. The installment payment plan described herein shall be operational as and from date of registration and shall continue from year to year until the repeal of this bylaw.

_____	_____	_____
Taxpayer	Town of Bashaw	Date

**Note:** The information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act and is used solely for purposes relating to the administration of the Assessment/Taxation Programs. Questions about collection of this information can be directed to the Assessment/Taxation Department at (780) 372-3911 or in person at 5011 – 52 Avenue