

# Frequently Asked Questions

## **Who is eligible to use the plan?**

You are able to use the plan if you:

- Have a chequing or savings account with a financial institution
- Do not pay your taxes to a mortgage company
- Have paid all outstanding taxes

## **How does the plan work?**

The plan runs from January to December, with each of the first five monthly payments based on 1/12 of the previous year's tax levy. The monthly payment is adjusted in June to compensate for changes in taxes resulting from the annual tax levy. The annual tax bill will show the total amount of installments to date.

## **What happens if I miss a payment?**

If any payments are missed or returned by your financial institution for any reason, the payment plus applicable service charges must be paid within 14 days of being returned. If a second payment is missed, the plan may be terminated at the discretion of the Summer Village of Birchcliff. All taxes then become due and payable and are subject to penalties in accordance with the penalty bylaw.

## **What if I change bank accounts?**

Should your bank account change, please contact the Summer Village of Birchcliff Office at 403-887-2822 at least ten days prior to the next payment date.

## **What happens if I sell my property?**

Should the property be sold, it is your responsibility to notify the Tax Department at least ten days prior to the next payment date. As you are responsible for the taxes for the portion of the year that you own the property, the Summer Village of Birchcliff Office can provide your lawyer with the balance on your account upon request. Your lawyer will take the installments into account when transferring the property to the new owner.

## **Is there an additional administration fee charged to participate in the plan?**

The Summer Village of Birchcliff does not charge any administration fees to participate in the plan.

**When would payments be taken out of my account?**

Once you are enrolled, your monthly property tax payments will be automatically withdrawn from your bank account on the last banking day of each month. The transaction will be recorded on your bank statement.

**How do I withdraw from the plan?**

You may withdraw from the plan by giving notice at least two weeks prior to the next payment date, however, if you do withdraw, all unpaid taxes become due and payable and are subject to penalties in accordance with the penalty bylaw.

**How do I make an Application?**

To apply for the monthly payment plan, please complete an authorization form, which can be obtained from the Summer Village of Birchcliff Office or from our website. Return the completed form and a void cheque to:

Summer Village of Birchcliff  
Bay 8, 14 Thevenaz Industrial Trail  
Sylvan Lake, Alberta T4S 2J5

For more information on the Monthly Tax Payment Plan, contact the Summer Village of Birchcliff Office at 403-887-2822.