

Description

Form for signing up for the City of Grande Prairie's Tax Installment Payment Plan (TIPPs). Please complete all sections in order to instruct your financial institution to make payments directly from your account.

Fees and Timelines

- Enrollment is open year-round, with the deadline for signing up being the 20th of each month.
- If you enroll after January, any missed payments must be caught up, and a late sign-up fee will apply.
- Any questions or concerns, please contact Grande Prairie Property tax 780-538-0315, taxinfo@cityofgp.com.

Submission Information

- The completed and signed form, along with a VOID cheque or Direct Deposit information, can be submitted in the following ways:
 - Dropped off at City Hall, 10205 98 Street
 - Sent by email to taxinfo@cityofgp.com
 - Mailed to:
Tax Department
Bag 4000
Grande Prairie, AB
T8V 6V3

Privacy Statement

The personal information collected on this form is collected under the authority of section 4(c) of the Protection of Privacy Act, SA 2024, c. P-28.5 ("POPA"), as the collection relates directly to and is necessary for the administration of property taxation under section 340(2) and (3) the Municipal Government Act, RSA 2000, c. M-26 ("MGA"). The information will be used for the purpose of property tax administration and collection.

Personal information is collected, used, and disclosed in accordance with POPA and the Access to Information Act, SA 2024, c. A-1.4 ("ATIA"), and may be disclosed to other government bodies, including regulatory or law enforcement authorities, where authorized or required by law.

If you have any questions about the collection, use, or disclosure of personal information, please contact the City of Grande Prairie Tax Department at 780-538-0315, Fax 780-814-7349, or by email: taxinfo@cityofgp.com

TAX INSTALLMENT PAYMENT PLAN (TIPPS) APPLICATION FORM

Note: Fields that have an asterisk (*) must be provided.

Applicant Information	
*Payor Name:	
*Property Address:	
*Mailing Address:	
*Email:	
*Phone Number:	
Possession Date:	Purchase Price: (if new build)

Please attach VOID cheque or Direct Debit form from your bank.

- I authorize the City of Grande Prairie to debit my/our Account as indicated for all estimated property taxes payable to the City of Grande Prairie on the last day of each month.
- The treatment of each payment shall be the same as if I/we had personally issued a cheque authorizing payment as indicated and to debit the amount specified to my/our account.
- Any payments returned by the bank for ANY REASON are subject to a Non-Sufficient Funds (NSF) charge, as set out in Bylaw C-1395 (Fees, Rates and Charges). This payment must be made within 10 days of the return date to avoid CANCELLATION FROM THE PLAN.
- This authorization may be cancelled by the 20th of each month with written notice.
- This authorization will automatically renew your tax payments. You do not have to reapply each year.
- For an account where more than one person has to sign cheques, all depositors must sign this application
- In the event of a sale of the above noted property or a change in your bank account, it is your responsibility to immediately provide written notification to the Tax Dept at City Hall.
- Enrollment is open year-round, with the deadline for signing up being the 20th of each month. If you enroll after January, any missed payments must be caught up, and a late sign-up fee will apply.
- This authorizes your payments to be changed twice a year. January through May's payments will be an estimated amount. June through December's payment will be recalculated and divided over the last seven months of the year based on the actual tax levy outstanding in order to bring your account to a zero balance.
- If you own multiple properties and the payments are being made from the same bank account, the payments will be combined, and a single withdrawal will be processed.

*Signature:	*Date:
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Additional Signatures:

Office Use Only

Roll Number:	Tax Levy:	<input type="checkbox"/> Estimate <input type="checkbox"/> Actual
Monthly Payment:	Start Date:	
Supplemental June:	Supplemental November:	