

How to Pay Your Taxes

A. Lump Sum Payment

- **In person:**
 - Pay by cash, debit or cheque at City Hall - Monday to Friday from 8:30 a.m. to 4:30 p.m.
 - Submit payment in the secured drop box located on the south side of the building.
 - Cheques must be made payable to the City of Chestermere.
- **Via electronic banking (phone or online):**
 - Ensure the payee is Chestermere Taxes.
 - Please create a new account using your Roll Number as the account number.
 - Most banks require 2-3 days to process payments.
- **By mail:**
 - The postmark date on your envelope is accepted as your payment date.
 - The City is not responsible for lost or misdirected mail.

Notes:

- *Payments will be accepted at any time but are subject to penalties if paid after the due date. The City's NSF cheque fee is \$30.00.*
- *If you have not paid the full amount by July 31, a 7% penalty will be applied on August 1 and November 1 on any outstanding amounts owing, as per Tax Penalties Bylaw 028-09.*
- *A 1.5% penalty is applied monthly to any prior year taxes owing.*

If you are paying a lump sum, taxes are due by July 31.

B. Tax Installment Payment Plan

The Tax Installment Payment Plan (TIPP) allows property owners to pay taxes by automatic monthly debit from their bank account. TIPP subscribers do not face penalties or administration fees.

Monthly tax amounts are calculated as follows:

July Adjustment: After the new tax rate is set in the spring, adjustments are made on July 15th to ensure the balance is paid by the end of the year.

$$\begin{aligned} & \text{(Total taxes – payments already made Jan to June)} \\ & \quad \div 6 \text{ months} \\ & = \text{July to December Monthly Withdrawal} \end{aligned}$$

January Adjustment: In January, your amount will be recalculated to help reduce major variances in monthly payments year over year.

$$\begin{aligned} & \text{Total previous year tax amount} \\ & \quad \div 12 \\ & = \text{January to June Monthly Withdrawal} \end{aligned}$$

Next July, this amount will be readjusted to account for any changes to the tax rate or your assessment.

Notes:

- *If you are already enrolled in the program, your notice will show your current taxes and a credit amount that is equal to the payments made to date.*
- *If you would like to sign up for or cancel TIPP, please contact the Tax Department (see below).*
- *The second adjustment in January is new this year and will help reduce major variances year over year.*

If you are on TIPP, no action is required.
Monthly payments will be adjusted July 15 and January 15.

C. Mortgage Company

If your mortgage company is listed on the front of this notice, they will receive a copy of your annual taxes owing and submit payment on your behalf to the City by July 31st.

If your mortgage company is listed on the front, no action is required.

Notes about Taxes:

- **Provincial Education Taxes:** The Provincial Government sets the education tax rate. The City of Chestermere is required by legislation to bill and collect school taxes on behalf of the Provincial government. Upon receipt, the municipality immediately forwards the education taxes directly to the Province. The City has no jurisdiction or control over the school board budgets or operations. All property owners are required to pay into the Alberta School Foundation Fund.
- **New Construction:** If your property construction was not completed by December 31 of last year and will be completed this year, a Supplemental Tax/Assessment Notice will be sent to you in November that will reflect the full assessed value of your property.
- The tax year is the calendar year (January 1 to December 31).

Contact the Tax Department

105 Marina Road
Chestermere, AB, T1X 1V7
Open Mon - Fri 8:30 a.m. to 4:30 p.m.



CHESTERMERE

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www.chestermere.ca/taxes