



P.O. BOX 600
BLAIRMORE, ALBERTA
T0K 0E0
PHONE 1-403-562-8833
FAX 403-563-5474

MUNICIPALITY OF CROWSNEST PASS MONTHLY PRE-AUTHORIZED PAYMENT PLAN PROPERTY TAXES

1. Property taxes are always paid in the current taxation year. The plan runs from January through December during the current taxation year.
2. Payments are calculated using the previous year's levy (tax amount) which is divided by twelve to set up the initial payment amount.
3. Payments can also be debited twice per month on the 15 and 30. The tax levy amount would be divided by 24 payments.
4. Payments are debited directly from either a chequing or savings account.
5. Preauthorized payments are re-calculated twice: once in January and again after the new tax levy has been processed for the current taxation year. After recalculating, letters will then be sent to all taxpayers **using the direct debit option** advising of the new monthly payment amount in effect to December of that year.
6. A tax notice will still be mailed to all registered owners; however those persons using the preauthorized payment plan are **NOT** required to pay the balance by the due date. They simply continue making monthly payments as was arranged. **No penalties are incurred on the preauthorized plan.**
7. The preauthorized payment plan form must be completed, signed and returned to the Municipal office in order to be eligible for the payment plan.
8. The plan can be cancelled via written authorization from the registered owner of the property two weeks prior to the next scheduled payment.
9. Any payments returned for non-sufficient funds, frozen accounts etc. can immediately result in termination of the plan. The tax account would then be subject to all relevant penalties.

Please contact the Municipal office for further details.
403.563.8833
taxroll@crowsnestpass.com