



# Tax Instalment Prepayment Plan (TIPP) APPLICATION FORM

www.mapleridge.ca

Tel: 604-467-7316

Email: [prepayment@mapleridge.ca](mailto:prepayment@mapleridge.ca)

**APPLICATION AND VOID CHEQUE OR PRE-AUTHORIZED DEBIT FORM MUST BOTH BE RECEIVED BEFORE THE 15<sup>TH</sup> OF THE MONTH PRIOR TO THE NEXT WITHDRAWAL.  
DUE DATE ONLY APPLICATIONS WILL BE ACCEPTED UNTIL APRIL 30 FOR CURRENT YEAR TAXES.**

### Property Information

MAPLE RIDGE CIVIC ADDRESS: \_\_\_\_\_

REGISTERED OWNER NAME(S): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

### Please select ONE option only:

**Monthly Withdrawals with Due Date** *Up to 10 monthly withdrawals on the first day of each month, August through May (except June) plus, balance withdrawal on the due date (first business day in July)*

**Due Date only** *Balance withdrawal on the Tax Due Date*

### Home Owner Grant Eligibility

*(Please indicate if a Home Owner Grant will be claimed for this property each year)*

**NO – NOT ELIGIBLE**       **YES, the oldest eligible claimant's 4-digit year of birth** \_\_\_\_\_

### Bank Account Holder Authorization

I/We; the bank account holder(s), authorize the City of Maple Ridge to withdraw the amount(s) indicated above or as identified on the annual tax notice from my/our bank account for the payment of property taxes and agree to all the listed terms and conditions. I/We; the authorized bank account holder(s), have attached a personalized void cheque or a certified pre-authorization debit form. **This authority will remain in effect until the City of Maple Ridge has received written notification from me/us of its change or termination.** I/We may contact my/our financial institution or visit [www.payments.ca](http://www.payments.ca) for more information.

SIGN HERE →

CMR OFFICE USE ONLY

PRINT NAME \_\_\_\_\_

DATE SIGNED \_\_\_\_\_

*Personal information entered on this form is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA) for the purpose of processing your input. If you have any questions or concerns about how your information will be used, contact the FOI Office by calling 604-466-4300 or by emailing [FOI@MapleRidge.ca](mailto:FOI@MapleRidge.ca). For more information about FOIPPA at the city, please visit our Freedom of Information page.*

### TERMS AND CONDITIONS

1. Applications must be received by the 15th of the month prior to the next available withdrawal date.
2. Prepayment Agreement will automatically renew each year until written notice received by the 15th day of the month prior to the next withdrawal is provided by the registered owner(s) or account holder.
3. The City of Maple Ridge will determine your payment amount starting August of each year based on an estimate of next year's taxes, the amount of next year's monthly withdrawals will be noted on your Property Tax Notice.
4. The Province of British Columbia sets the interest rate quarterly, simple interest will be paid on any credit balance of your property tax account.
5. If eligible, the registered owner must apply for the Home Owner Grant each year by the property tax due date to avoid penalties.
6. Any request to change bank account information, Home Owner grant eligibility, or cancellation must be submitted in writing by the 15th of the month prior to the next withdrawal.
7. You will immediately notify the City of Maple Ridge in writing to cancel enrollment when the property is sold, or ownership is transferred. There will be no refunds on any prepayments. Credits must be adjusted or accounted for between the buyer and seller on the vendor statement of adjustments.
8. The City of Maple Ridge will charge an administrative fee on any dishonoured payments received from your financial institution.
9. The City of Maple Ridge will cancel your Prepayment Agreement if your financial institution refuses to honour three consecutive withdrawals.
10. Delivery of this authorization to the City of Maple Ridge constitutes delivery to the authorized bank account holder's financial institution.

**Submit Completed Application & Void Cheque By Mail / Drop Box / In Person / Email:**

City of Maple Ridge, Revenue Services, 11995 Haney Place, Maple Ridge, BC V2X 6A9  
[prepayment@mapleridge.ca](mailto:prepayment@mapleridge.ca) | 604-467-7316