



# Municipality of the District of Lunenburg

10 Allée Champlain Drive, Cookville, Nova Scotia B4V 9E4  
Phone: 902.543.8181 / Fax: 902.543.7123 / Website: www.modl.ca

## Tax Installment Prepayment Plan Enrollment Form

Tax Assessment Account #: \_\_\_\_\_ Customer Account #: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### PLEASE PROVIDE A VOID CHEQUE OR AUTOMATIC PAYMENT FORM FROM BANK

Name and Branch of Financial Institution: \_\_\_\_\_

Branch Address: \_\_\_\_\_

Please check one of the following options:

- Pre-defined amount - \$ \_\_\_\_\_** (the customer determines a monthly payment amount toward their account, due at the end of each month)
- Full Amount** (payment in full upon due date based on the interim and final tax billing)
- Twelve equal monthly payments** (twelve equal payments based on prior year tax billing due at the end of each month)

*\* The Tax Installment Prepayment Plan Enrollment Form must be signed indicating the plan/monthly amount to be withdrawn from your account. You will receive your regular bill for your records. By signing this Tax Installment Prepayment Plan Enrollment Application, you have authorized the Municipality of the District of Lunenburg to withdraw funds from your bank account to pay your property tax account. For joint accounts both signatures are required. Please note that you are responsible for ensuring your taxes are paid in full upon due date. The balance owing (if any) will be subject to interest as per the Municipality of the District of Lunenburg's late payment policy.*

Is this Pre-authorized debit for **personal** or **business**? (Please circle one)

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## IMPORTANT INFORMATION REGARDING THE TIPP

### To enroll:

Please complete the application on the attached page and return it (along with a void cheque or automatic payment form from the bank) to the Municipality of the District of Lunenburg (MODL) offices at least fifteen (15) days before the date of potential first payment.

### TERMS AND CONDITIONS

1. Within this Application, 'I', 'me', 'we', 'you', 'our' and 'my' refer to ALL property owner(s) who have signed below.
2. If you choose to change or cancel this Tax Installment Prepayment Plan (TIPP), the Municipality of the District of Lunenburg (MODL) requires the TIPP Change Request Form at least fifteen (15) business days before the next scheduled payment date to change or stop the payment.
3. To cancel your TIPP agreement when you sell your property, notice of cancellation (using the TIPP Change Request Form) is required before the date of sale, otherwise any processed TIPPs may not be returnable.
4. This application and its related frequent payments will remain in effect and continue until MODL has received written notice (TIPP Change Request Form) from me requesting change or cancellation at least fifteen (15) business days before the next scheduled debit.
5. Property taxes must be paid in the usual manner until we are notified that our TIPP application is in effect
6. MODL will mail interim and final tax bills, and any outstanding amount owing will need to be paid over and above the amount previously paid by pre-authorized debiting.
7. I understand that with respect to the pre-defined and equal monthly payment plans, I will receive written notice from MODL of the amount and the date(s) of debiting, both initially and if/when the dates(s) or amount to be debited changes. Notice shall be received at least ten days before the date of the first TIPP.
8. If the total sum of the debiting results in an overpayment of property taxes, MODL will automatically apply the overpayment against next year's tax amount. Monthly debits are based on an estimate only and are not a warranty or guarantee of the amount of taxes which may be levied.
9. This application will terminate automatically if two pre-authorized payments fail to be honoured by my financial institution, resulting in NSF's. Each NSF results in \$15.00 charge to the property owner(s).



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## TERMS AND CONDITIONS (CONTINUED)

**10.** You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this TIPP agreement. To obtain more information on your recourse rights, contact your financial institution or visit <https://payments.ca>.

**11.** This agreement is non-transferable, and we must submit a new application for any new property acquired in the MODL.

**12.** We acknowledge that all persons whose signatures are required to sign on the account have signed this application below.

**I HAVE READ AND HEREBY AGREE TO THE ABOVE TERMS AND CONDITIONS:**

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please contact Kristy Kaizer [kristy.kaizer@modl.ca](mailto:kristy.kaizer@modl.ca) with questions or to submit a form. Completed forms can also be dropped off or mailed to the address below.

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